



## **Code of Conduct Policy**

*Prairie River Library District*

### **Mission Statement**

The Prairie-River Library District is comprised of small-town libraries in Nez Perce, Idaho and Lewis counties and is a partner in the Valnet consortium, sharing resources and technology with libraries in north-central Idaho and south-east Washington. The mission of the Prairie-River Library District is to provide appropriate materials, resources, and staff to meet the informational, educational, and recreational needs of the patron. Toward that end, the staff of the Prairie-River Library District will endeavor to provide prompt, friendly service with courtesy and respect to all.

### **Purpose**

The Prairie River Library District is governed by an elected Board of Trustees. Idaho Code 33-2720 authorizes the Board of Trustees to establish policies for the administration, operation, and use of the library or libraries under its control. The Board of Trustees has established this Code of Conduct to ensure the district can carry out its mission and to ensure that no person or group is denied access to facilities or services as a result of behaviors that create an unsafe or unwelcoming environment. Failure to comply with this Code of Conduct could result in expulsion from the library and revocation of library privileges or prosecution or arrest.

### **Code of Conduct**

Library users must be engaged in activities associated with library purposes while in library buildings or on library property (reading, studying, using library materials and equipment, participating in a library or community program, etc.). Through the authority of the Board of Trustees, library staff will determine inappropriate behavior and will take immediate action for the following:

- a) Engaging in any activity prohibited by law.
- b) Disruptive or unsafe behavior, which includes, obstructing or intimidating patrons of the library, use of profane, obscene, threatening, or injurious language or gestures in general or directed at another patron or staff member.
- c) Activities or behavior that may result in injury or harm to any library patron or staff member, including challenging another person to fight or engaging in a fight.
- d) Open display/carry of firearms or other weapons.

- e) Interfering with library employees in the performance of their duties, including but not limited to inappropriate personal comments, sexual advances, physical and/or verbal harassment, or entering non-public areas in the Library without authorization.
- f) Unnecessary noise, including the use of cell phones, pagers, headphones, and other communication, audio, and electronic devices which disturb other patrons or staff.
- g) Sexual misconduct such as exposure, inappropriate touching, or any excessive public display of affection.
- h) Patrons with hygiene conditions, including, but not limited to, clothing odor, body odor, body lice, and overpowering perfume or cologne that interfere with the use and enjoyment of the library by other library patrons or with the functioning of library staff.
- i) Activities or behavior that may result in damage to library property or damaging library or personal property of another.
- j) Eating or drinking, except in areas designated for those purposes and/or when served with prior approval of the library.
- k) Sleeping or lying on the floor or furniture in the library, including exterior library grounds.
- l) Use of tobacco products including chewing tobacco, synthetic tobacco products, or electronic (smokeless, or their equivalent) cigarettes, and use of marijuana products in or on any PRLD property.
- m) Use of alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs on any library property.
- n) Misuse of library restrooms or water fountains (including bathing, shaving, and changing or washing clothes).
- o) Animals, except for service dogs as defined by the Americans with Disabilities Act (ADA).
- p) Bicycles, skateboards, shopping carts, or other conveyances are not permitted inside library buildings. Wheelchairs and strollers are permitted if being used for the transport of an adult or child.
- q) Petitioning, soliciting, panhandling, or distributing/selling merchandise without the express permission of PRLD.
- r) Staring at or following a patron or staff in a manner that can reasonably be expected to disturb him or her, including photographing or filming persons without prior approval from PRLD.
- s) Monopolizing library space, seating, tables, stairways, or equipment to the exclusion of other patrons or staff, or obstructing aisles or doorways with personal belongings.
- t) The use of incendiary devices such as candles, matches, and lighters in the library.

The behaviors listed above are for guidance and are not intended to constitute a complete list of violations.

In addition:

- u) Patrons shall wear garments covering the upper and lower torso of their bodies. Shoes must be worn at all times.
- v) Users of PRLD internet and computer resources must abide by all terms of the Internet Use Policy.

## **COVID-19 Pandemic Safety Guidelines**

To comply with recommendations of Public Health officials on the local, county, or state level, and to assist in ensuring staff and patron safety, the Board of Trustees requires that individuals adhere to the following temporary guidelines until lifted:

- a) Do not enter the library if you are showing symptoms of illness.
- b) Wear face coverings when inside the library building.
- c) Maintain a distance of 6 feet from staff and patrons who are not members of your household.
- d) Do not enter areas of the library that have been closed to public access due to safety concerns.
- e) Follow all safety precautions as requested by library staff.

The Board of Trustees may alter and update safety guidelines and restrictions as needed.

### **Children and Patrons Requiring Additional Assistance**

During Normal Hours of Operation:

- a) Children ages 0 through 6 must be directly supervised and in view of a parent, guardian, or a caregiver (at least 10 years old) at all times while in the library.
- b) For children ages, 6 through 9 a parent, guardian, or caregiver (at least 10 years old) must be present in the library and readily available to address the child's needs at all times.
- c) Patrons requiring additional assistance shall be attended to by a caregiver while in the library.

At Closing:

- d) Parents and guardians are reminded that all children under the age of 16 must not be left unattended at the library's normal closing time. Failure to pick up children by closing time may result in the Police Department or Sheriff's Office being notified.

### **Personal Property**

Personal property brought into the library is subject to the following:

- a) Size must be limited to no larger than 10" X 16" X 24".
- b) The library may limit the number of parcels carried into the library.
- c) All bags are subject to search based upon reasonable suspicion that they contain material that violates PRLD policy or library materials that have not been properly checked out.
- d) The library is not responsible for personal belongings left unattended.
- e) The library does not provide storage for personal property.
- f) Items inappropriate to library use, including but not limited to bicycles, wagons, shopping carts, luggage, large grocery bags, large trash bags, bedrolls, and strollers without children are not allowed in the library.
- g) Personal items must not take up the seating space needed by others.
- h) Personal possessions such as grocery bags, trash bags, backpacks, bedrolls, shopping bags and carts, and luggage left outside library facilities are subject to disposal.

### **Infractions of Library Policies**

An individual who has acted out of accordance with the Code of Conduct Policy will be subject to the following process:

1st instance – A verbal and written warning will be issued by the senior staff member on site, and the individual will be given a copy of this policy. The warning will include verbal notification of trespass\* for the day if the behavior continues.

2nd instance – Patron will be trespassed\* for seven days by the senior staff member on site or the Director.

3rd instance - Patron will be trespassed\* for thirty days at the discretion of the Director

4th instance – Patron will be trespassed\* for 12 months or more at the discretion of the Library Board of Trustees

\*Trespassed – Not permitted on library property, inside building, or immediate building perimeter.

### **Enforcement**

Prairie-River Library District reserves the right to restrict the use of its facilities and property from persons who do not abide by the Code of Conduct. Library staff and/or local law enforcement officers are authorized to expel persons who, advised of library regulations, fail to comply with them.

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