



CODE OF CONDUCT POLICY

Prairie-River Library District

Mission

To enrich lives and strengthen communities through universal access to information and services.

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 local, state and/or federal 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) Brandishing or threatening with 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) Following a patron or staff in a manner that can reasonably be expected to disturb them.
- 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.
- u) Entering staff only areas.

The behaviors listed above are for guidance and are not intended to constitute a complete list of violations. Prairie River Library District staff will intervene to stop prohibited activities and behaviors and will involve law enforcement as appropriate.

In addition:

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

Public Health & 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 Public Health and Safety Recommendations.

- a. Do not enter the library if you are showing symptoms of illness.
- b. Wear face coverings when inside the library building.
- c. Follow all safety precautions as requested by library staff.
- d. Wearing face covering for cough and cold symptoms is recommended.

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

Children and Patrons Requiring Additional Assistance

The care and supervision of minors is the sole responsibility of the parent or guardian. Library staff are not responsible for the care or supervision of minors who enter the library. Failure to pick minors up at the normal closing time of the branch may result in law enforcement being notified.

Patrons requiring additional assistance shall be attended to by a caregiver while in the library.

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

The consequences of Policy may vary. A violation may result in one or more of the following actions: verbal warning, expulsion from the Prairie River Library District premises, suspension of library privileges, and/or criminal prosecution or other legal action as appropriate. The Prairie River Library

District Board Delegate the Library Director or their designee to enforce this policy, including the authority to suspend library privileges of individuals who violate this policy. The length of suspension depends on the severity of the incident.

Prairie River Library District Staff and/or law enforcement are authorized to expel individuals who are not abiding by the Code of Conduct.

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