

Caroline County Library

PATRON CODE OF CONDUCT POLICY

The following code of conduct was created in accordance with Caroline County Library's *Public Service Policy*. These rules and guidelines are for the safety and protection of all who use the library. It is important that all library patrons comply with these standards of conduct while on library property to ensure that there are no disruptions to normal library business. Anyone found to be in violation of these rules will be asked to leave the premises immediately. For more information, please refer to the *Public Service Policy*, or other appropriate policies as cited below.

Food and Drink

- Eating and drinking are prohibited with the following exceptions:
 - Beverages with lids, bottled water, baby bottles and toddler spill-proof cups;
 - Food and drink used in library programs and meetings held in the library's meeting rooms as indicated in the *Meeting Room Policy*.
- No food or drink is allowed in library computer labs at any time.
- Smoking or the use of tobacco or tobacco products is prohibited in library buildings, including the restrooms. Devices used for vaping or e-cigarettes are also prohibited.
- Consuming or possessing alcoholic beverages on library property is prohibited.

Noise

- Conversing, laughing or otherwise talking or shouting in a loud and disruptive manner as well as other noisy activities, to include but not limited to cell phones and other electronic devices used in a manner that disturbs other patrons, shall be prohibited.
- Cell phones must be placed on the vibrate mode while in the library. Patrons who converse loudly, particularly when using a cell phone, may be asked to continue their conversation outside or in the front lobby.
- Radios, personal computers, and other audio devices must be used with headphones.

Respect for Others

- Loud, aggressive, threatening behavior towards staff or another patron is prohibited. This includes the use of profanity.
- Inappropriate and/or obscene gestures are prohibited.
- Patrons must refrain from excessive displays of affection. This includes any sexual conduct or physical contact that is deemed inappropriate by common standards of decency for a public place.

Hygiene/Proper Attire

- Shirt and shoes are required in the library.
- Clothing must comport with common standards of decency and may not display symbols, pictures and/or messages that are lewd, obscene, abusive, discriminatory, etc.
- Wet bathing suits or towels shall not be worn or brought into the building.
- Using the public restrooms for shaving, bathing or as laundry facilities is prohibited.

Solicitation

- Selling, soliciting, or mass distribution of unapproved materials is prohibited.
- Fundraising, unless it benefits Caroline County Library, is not allowed. No flyers or containers for collecting donations will be displayed at the library.
- Canvassing of library patrons inside the library is prohibited.

Illegal Activities

- Illegal activities including, but not limited to, abusive or threatening behavior of any kind, littering, robbery, sexual misconduct, stalking, substance abuse and drug dealing, theft or vandalism and using the Internet inappropriately are prohibited.
- Downloading copyrighted material is a violation of the library's *Copyright and Public Use of Copy Machines and Printers Policy*, *Computer Use Policy*, and *Internet Acceptable Use Policy*, as well as federal law. Patrons caught downloading movies, television shows, etc. without the express permission of the copyright holder will have their library privileges suspended and are subject to prosecution.

Library Grounds and Parking Area

- Running, jumping, and other forms of horseplay are prohibited.
- No skate boarding, roller-skating or bicycling inside or outside on library property.
- Camping on library grounds is prohibited.

Respect for Materials and Equipment

- Activities or behavior that may result in damage to library property, including making any attempts to damage computer equipment or alter software configurations are prohibited.
- Patrons should not place their feet on tables and chairs, or stand on library furniture.
- The mutilation or defacing of books and other materials is prohibited. Patrons caught doing so will be charged the full replacement cost of any materials damaged.

Emergencies

- When the alarms sound or in an emergency situation, follow staff directions promptly.
- Patrons may reenter the library only after it has been cleared by the appropriate authorities.

Animals

- Animals of any kind are prohibited unless serving as a service animal or part of a library-sponsored program. For more information, please see our *Animals in the Library Policy*.

Unattended Children

- Children under the age of thirteen (13) must be accompanied by an adult when in the library.
- Children under seven (7) years old must be supervised by an adult at all times.
- All children, regardless of age, must abide by the library's rules and regulations.