

LIBRARY POLICY MANUAL

ADM-9 Library Code of Conduct

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Attachment(s): 0

1. Policy

The Mary Riley Styles Public Library is a public, tax-supported facility with the specific purpose of providing the community with the resources for: information access, self-education, recreational reading, viewing and listening, supplemental support for formal education, library programs, and space for quiet study, reading and thinking. All members of the community are welcome in the library regardless of their age, sex, race, religion, ethnic origin, disability, or appearance, as long as they do not disrupt or interfere with the operation of the library or another individual's ability to use the library for its intended purposes. To this end, the Library Board of Trustees has adopted the following rules to ensure the comfort and safety of all patrons and staff.

1. Patrons shall respect the rights of other patrons and shall not annoy others through noisy or boisterous activities, or by behaving in a manner which reasonably can be expected to disturb other persons. Running, loud talking and fighting is not allowed in the Library or on its property.
2. Cell phones are to be placed on the vibrate mode or turned off when in the library. If calls must be made, then patrons must do so outside of the library where they do not disturb others. Radios, personal computers and other audio devices must be used with headphones.
3. Sleeping, abusive language, or harassment of library staff members or patrons are prohibited on library property.
4. Mutilation, vandalism or destruction of the library building, materials, or equipment is prohibited. Any materials removed from the library must be checked out on a valid library card or through other standard library procedures such as interlibrary loan. Each patron is responsible for any fines, fees, or other charges due in accordance with the library's fines and fees policy. Failure to pay these fines results in the suspension of borrowing privileges.
5. The library is not responsible for personal belongings left in any library materials or on library property.
6. Eating is prohibited, except in designated areas— (i.e. meeting room). Drinks in closed containers are allowed; however, no drinks are allowed near computers.
7. No person may bring into or sell alcoholic beverages or illegal drugs in the library.

8. No person may bring guns, knives, or any weapons into the library, except as permitted by law.
9. No person may smoke (including vaping) or chew tobacco or products containing tobacco in the library, including the restrooms.
10. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other people shall be required to leave the building.
11. Animals or pets are prohibited. Exceptions include guide dogs for the blind or hearing impaired, guide dogs in training, or special library-sponsored events that involve animals.
12. Restrooms must be used only for their intended purpose. Bathing and washing clothes is prohibited.
13. Shoes and shirts must be worn in the library.
14. No person may ride a skateboard, bring or ride a bicycle, wear or use rollerblades or rollerskates, or jeopardize the safety of anyone in the library.
15. Solicitation of any kind in the library or on its property for any purpose is prohibited, including leafleting and campaigning.
16. Parents or guardians are responsible for the safety, behavior, and well-being of children left on library property. The library is not responsible for unattended children. Parent or other adults accompanying minor children should remain in the library during scheduled library-sponsored programs. An adult must accompany children under the age of 8.
17. Patrons may not use library computers and/or Internet access that interferes with the activities of the library or its network or is in violation of *Virginia Code* 18.2-374.1:1 (child pornography), *Virginia Code* 18.2-372—18.2.374, 377 (obscene materials).
18. Patrons may not copy, display, and/or distribute copyrighted works that infringe upon the owner's copyright, protected under law (Title 17, *U.S. Code*). Any use of computer printing, photocopying, or reproductions which infringes use of copyrighted works is subject to civil remedies and criminal penalties provided by federal law. The patron using library equipment is liable for any infringement.

Patrons who exhibit any of the above unacceptable behaviors are warned two times and then directed to leave the library. Access to the library may be limited for a period of time if the rules of conduct are not observed. Failure to leave the library when asked to do so will subject the person to possible arrest under Section 22-11 of the *Falls Church City Code*. Persons whose behavior is disruptive or dangerous may be placed on "Trespass after Warning" (also known as "banning") notification with the police. Library employees may ask for assistance from the Falls Church Police Department at any time.

Library administrative staff may suspend or withdraw library privileges from anyone exhibiting the above behaviors. The Library Director sends a

written statement of the violation(s) to the person who has violated the library rules and regulations and a copy to the Library Board of Trustees. Any patron whose privileges have been denied, may, upon written request, have the decision reviewed by the Library Board of Trustees.

Patrons engaging in criminal activity as defined in the *Code of Virginia* are reported immediately to law enforcement authorities.

Adopted by the Library Board of Trustees, August 15, 2001; revised December 15, 2004.