

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT

CODE OF CONDUCT

The Garfield County Public Library District Board of Trustees endorses this Code of Conduct to assist staff, volunteers, and patrons in promoting safe, healthy and barrier-free access to all the resources and facilities the District has to offer including but not limited to all parts of the interior of all branch libraries, lobbies and grounds of the libraries in Parachute, Rifle, Silt, New Castle, Glenwood Springs and Carbondale. The Code of Conduct is designed to foster an atmosphere of mutual respect and courtesy and applies to all patrons, volunteers, and staff while on District property. Any person who violates these rules of conduct may be subject to suspension of privileges in accordance with the procedures listed below.

WHILE AT THE LIBRARY, YOU ARE ENCOURAGED TO:

- Ask staff for assistance as needed to locate materials, use computers or interpret rules.
- Inform staff if you need accommodation for your full use of the library.
- Be responsible for the safety, wellbeing, and conduct of children in your care.
- Cooperate with the requests of library staff.

WHILE ON PROPERTY OWNED OR LEASED BY THE LIBRARY, THE FOLLOWING ACTIVITIES AND FORMS OF CONDUCT ARE NOT PERMITTED:

- **Verbally or physically harassing** or threatening other patrons, volunteers or staff. Harassment may include, but is not limited to: initiating unwanted conversation; obscene language; impeding access to or within the library building; or other actions that an individual reasonably perceives to be hostile, threatening, intrusive or offensive.
- **Behavior which is unsafe or disturbing** to other patrons, volunteers or staff such as loud talking, shouting, screaming, crying children or making other loud noises, excessive public displays of affection, pushing, running, shoving or throwing things.
- **Sexual misconduct**, such as exposure, offensive touching, verbal comments or unwanted sexual advances to patrons, volunteers or staff.
- **Openly carrying** firearms in buildings or on property owned or leased by the Garfield County Public Library District, or at events sponsored by the Garfield County Public Library District. This policy does not apply to legally licensed, concealed guns as provided for under Colorado laws, on duty law enforcement personnel, or any licensed private security guards employed by the Garfield County Public Library District.
- Open or concealed carry of a knife (3" or larger) or other object that could be used as a weapon.
- **Stealing, damaging or altering any library property** including, without limitation, facilities and furnishings, art work, landscaping, computers, materials and equipment. *The library reserves the right to inspect all bags, purses, briefcases, packs, and coats.*
- Possessing, consuming, or being **under the influence** of alcohol or illegal drugs.
- **Leaving children** or other persons in need of supervision abandoned, unattended or unaccompanied in the library. It is recommended you NEVER leave young children alone in the library.
- **Tobacco or marijuana use of any kind.** Smoking of all tobacco products, including e-cigarettes and marijuana, is prohibited on all property owned or leased by GCPLD. This consists of all libraries, buildings, all grounds, including exterior open spaces, entryways, parks, parking lots, sidewalks, driveways and in all library owned or leased vehicles. There is no smoking or tobacco use anywhere on library property. See the "No Smoking Policy".
- Any other behavior which is prohibited by law.

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Library Misconduct

- Bringing **animals**, other than licensed guide animals, into the library except as authorized by a Branch Manager or their designee. Leaving animals unattended outside the library (whether tethered or not). Exceptions may be in accordance with local ordinance.
- **Sleeping** and/or refusing to leave the library when requested.
- Having **body odor** that is so offensive as to unduly interfere with other's use of the library.
- **Use of cell phones**, radios, tape or CD players, headphones or other personal listening or communication devices at a level that can be heard by others.
- Any **misuse of restrooms**, including bathing or laundering.
- Riding a **skateboard** or scooter, bringing or riding a **bicycle**, wearing or using rollerblades or roller skates, inside the library or any other activity that might jeopardize the safety of others.
- **Use by adults of teen or children's areas**, when children or teens are present, except those who have a legitimate reason for being in the children's or teen areas.
- **Solicitation of funds**, distribution of literature or promotional materials, collection of signatures for a petition, or sale of goods by any person or agency other than the library.
- **Posting of promotional materials** without staff approval or in an undesignated area.
- **Using another person's library card** to obtain any library services without their permission.
- Bringing in large bundles of personal possessions that are too large to be stashed easily. Personal possessions may not be left unattended.
- Use of library **computers** for anything other than their intended purpose. Downloading or searching any files other than those on your own USB. (See GCPLD Internet policy) Manipulating or bypassing library software systems such as those that regulate computer use or tamper with library computer hardware or accessories;
- **Blocking or loitering** in entries, aisles or passage ways so as to make it dangerous, difficult or impossible to walk through. This includes placement of cords for charging electronic equipment, such as laptop computers, cell phones or other devices.
- Use of the library's **courtesy telephone** for calls lasting longer than 5 minutes.
- Consuming **beverages** without a screw top or sip-style lid.
- Entering staff areas unless accompanied by a library employee.
- **Inappropriately attired** for a public building, including being shirtless or shoeless.
- **Parking** in areas designated for library vehicles only.
- Tampering with the arrangement of library materials, making them difficult to use or find.

Note: This list is not all inclusive and other behaviors judged inappropriate by Library staff may be cause for consequences.

CONSEQUENCES OF MISCONDUCT:

The Library Director, Branch Manager or designee will apply these rules in a fair and equitable manner for the benefit of all. If any of the information is unclear please ask a member of the library staff for clarification. The consequences of misconduct may be any of the following: verbal warning, behavioral contract, eviction, loss of library privileges, or prosecution to the full extent of the law. If the police are called the offender may be cited. Parents will be called or notified in writing in the case of a minor (less than 17 years of age).

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People who commit any criminal acts in library facilities may be subject to criminal prosecution as well as suspension of all library privileges.

Suspension of Library Privileges

The Branch Manager, the Library Director, or their designee may restrict access to library facilities with immediate dismissal of the person from the premises by suspending the person's access to library facilities for a set period of time or by denying access to specific services and/or programs.

The suspension period shall be reasonably related to the severity of the offense and its danger to public health, safety, and welfare and shall not, except for criminal offenses of a sexual nature, exceed one year. Suspension of privileges shall range from 24 hours (for a relatively minor first offense) up to one year.

Right of Appeal

A patron found in violation of the Code of Conduct has the right to request an appeal of a suspension or its duration by filing a written request with the Garfield County Public Library administration office, P.O. Box 832, Rifle, CO 81652, Attn: Suspension Appeals (970-625-4270). Such a request must be filed no more than ten days after the suspension notice was deposited in the mail, hand-delivered, posted, or published. The patron will receive notification of the hearing date, time, and location. At the hearing, the patron will have an opportunity to provide information as to why he/she believes the suspension should be removed or the duration amended. Failure to appear at the scheduled hearing waives any right to a hearing.

If the suspended patron chooses to return to the library once the suspension period has expired, they must abide by the District Code of Conduct and/or policies. Any future Code or policy violations may result in a progressively longer suspension.