The Garfield County Public Library District Board of Trustees endorses the following Code of Conduct as it will be presented to patrons, staff and volunteers: It is the purpose of the Garfield County Public Library District to provide free, open and equal access to ideas and information to all members of the community. To accomplish this purpose, a Code of Conduct is provided 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 the staff for help. Let the staff know when you are unable to find what you need so they can try to get the information for you. This also helps the library know what needs to be added to the collection.
- Inform the staff if you need accommodation or if assistance is needed for your full use of library services.
- Explore new ideas and interests by attending library programs.
- Be responsible for the safety, well being, and conduct of children in your care.
- Cooperate with the requests of library staff.

WHILE AT THE LIBRARY, THE FOLLOWING IS PROHIBITED:

- 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.
- 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.
- Children or other persons in need of supervision may not be abandoned or left unattended in the library. It is recommended you do not leave young children unattended in the library.
- Actions which damage library property or the property of others.
- Any behavior which is prohibited by law.
- Sexual misconduct, such as exposure, offensive touching, verbal comments or unwanted sexual advances to patrons, volunteers or staff within the meaning of Section 18-7-302 C.R.S. or any successor statute.
- Smoking of any kind. This includes the use of tobacco or tobacco products including cigarettes, cigars and chewing tobacco. The prohibition on smoking includes electronic or e-cigarettes and vaporing or vaping, as well as marijuana cigarettes or pipes. There is no smoking within 15 feet of any library building or entrance, or further as mandated by local ordinance.
- Possessing, consuming, or being under the influence of alcohol or illegal drugs.
- Consuming beverages without a screw top or sip-style lid.
- Bringing animals, other than guide animals, into the library except as authorized by a Branch Manager or their designee.
- Animals may not be left unattended outside the library whether tethered or not.
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- Access to staffing areas or being in the library after-hours, unless accompanied by a library employee.
- Sleeping/refusing to leave the library.
- Bodily hygiene that is offensive so as to unduly interfere with other’s use of the library. You may be required to leave the building.
- Inappropriate dress.
- Tampering with the arrangement of library materials, which makes finding or using them difficult.
- Use of cell phones, radios, tape or CD players, or other personal listening or communication devices at a level that can be heard by others.
- Misuse of restrooms.
- 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 anyone in any library facility.
- Parking in areas designated for library vehicles only.
- Use by adult patrons of reading areas, tables and computers intended for use by children or teens 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.
- Use any other person's library or Internet courtesy card to obtain any library services without their permission.
- GCPLD prohibits any person to openly carry 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.
- Stealing, damaging or altering any library property (with the exception of normal wear and tear), including, without limitation, any computer equipment, systems, or software. The library reserves the right to inspect all bags, purses, briefcases, packs, computers bags, and coats.
- Committing harassment of another person, within the meaning of Section 18-9-111 Colorado Revised Statutes (C.R.S.) or any successor statute, in any library facility.
- Posting/distributing printed literature that has not been approved by the library or posting material other than in an approved area.
- Bringing in large bundles/personal possessions that are too large to be stashed easily in the library. 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 CD or USB. (See library’s Internet policy)
- Manipulate or bypass 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 electricity to electronic equipment, such as laptop computers.
- Use of the library’s courtesy telephone is limited to short, local calls at the discretion of library staff and availability of the phone.

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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).

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.

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