

Cook Memorial Library

Behavior Policy & Rules of Conduct

Policy Statement

Cook Memorial Library supports the rights of all individuals to:

- Friendly, courteous, and respectful library service;
- Free and equal access to information;
- Privacy and confidentiality in their use of library services and collections;
- A clean, comfortable, and pleasant environment; and
- Use of the library undisturbed without threat of harm, interference, or discrimination.

Use of library facilities and resources implies acceptance of the Library's Rules of Conduct, which are based on these basic principles:

- Respect other patrons and their right to have a positive experience using the library.
- Respect library employees whose responsibility it is to help you get the most from your library experience and to maintain a safe and comfortable atmosphere for all patrons.
- Respect the library facility, library materials, computers, equipment, and resources, and understand and follow rules related to their use.

Cook Memorial Library Rules of Conduct are intended to provide for the comfort and safety of all library patrons. The Rules of Conduct shall be posted at strategic spots in the library and shall be courteously and firmly enforced by library employees. We ask your cooperation in maintaining a pleasant atmosphere, conducive to the effective use of the library facility and its many resources.

Rules of Conduct

Library patrons may not:

- Engage in conduct that constitutes a crime.
- Damage or steal library materials, equipment, or property nor the property of other library patrons or employees.
- Misuse library computers and equipment, including reprogramming or altering settings or using the internet in a way that is in violation of the library's Internet Use Policy.
- Leave food and/or drink residue or otherwise create a mess on library property that requires janitorial attention. Only covered drinks may be consumed when using library computers.
- Make unreasonable noise - speaking loudly, singing, snoring, talking on a cell phone, or listening to music at a volume that disturbs others.
- Sleep, appear to sleep, or lay down unless laying down is part of a programmed activity.
- Use profane, obscene, or abusive language - includes racial, sexual, and ethnic epithets - toward library patrons or library employees.
- Unless otherwise authorized by law, possess a weapon or an instrument by the use of which injury could be inflicted upon another patron or property of another patron.
- Provoke an argument or altercation or otherwise behave in a loud or rowdy manner.
- Harass (deliberate or repeated behavior that is intimidating, offensive, and/or hostile) other library patrons or library employees. Harassment may include initiating unwanted

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conversations, unwanted staring, or interfering with access to the building by congregating in or near building doorways.

- Loiter - alone or in a group.
- Use emergency exits for non-emergency departures.
- Enter areas designated "Staff."
- Leave children younger than 10 years old unattended inside or outside the library. (See Unattended Child policy.)
- Allow children in one's care to behave disruptively or destructively.
- Wear inappropriate or insufficient clothing (pants, shirts and shoes, please).
- Have personal hygiene that unduly interferes with the ability of others to use the library, including body odor or strong perfume.
- Smoke, vape, or use tobacco products in the library or on library property. This includes e-cigarettes, vape pens, and any other vaping or smoking related items.
- Use, sell, or be under the influence of alcohol or controlled substances while in the library or on library property. Controlled substance is defined in ORS 475.005.
- Behave in a way that gives the appearance of being under the influence of alcohol or controlled substances, including cannabis.
- Monopolize/obstruct space, seating, tables, or equipment to the exclusion of others.
- Leave personal items unattended in the library or on library property. The Library and the City of La Grande are not responsible for lost, stolen, or damaged personal items.
- Bring into the library carts, wagons, luggage, backpacks, purses, trash bags, or other personal property that cannot fit under a chair or table.
- Videotape or photograph library patrons or library employees without prior authorization from the Director or their designee.
- Solicit, petition, or distribute written materials or canvass for any purpose in the library, including doorways or vestibules. This includes conducting surveys, distributing materials, soliciting signatures for a petition, sales, and donations for charity.
- Run, skateboard, rollerblade, bicycle, or scooter in the library or on library property; play on outside ramps, walls, and walkways. Skateboards, basketballs, and other athletic equipment brought into the library must fit under a chair or table.
- Engage in inappropriate displays of touching, affection, or sexual conduct as defined under ORS 167.060.
- Misuse restroom facilities. Bathing, shaving, cutting hair, washing clothes are prohibited.

Enforcement

The above rules are not intended to be a complete list of violations, but are intended for guidance only. Library employees and/or local law enforcement officers are authorized to exclude individuals who, advised of the rules above, fail to comply with them. Library employees and law enforcement also reserve the right to take appropriate actions against any other behavior that can reasonably be deemed to be offensive to library patrons or library employees.

If you observe a violation of these rules of conduct, please inform a library employee immediately; in order to avoid possible conflict, do not attempt to enforce these rules yourself.

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Library employees are required to bring to a patron's attention any action which violates these Rules of Conduct or other library policy. The patron exhibiting inappropriate behavior will be asked to change their behavior to conform to the Rules of Conduct. If such a change is not evident or forthcoming, that patron will be asked to leave library property. Failure to leave may result in the law enforcement being called or a possible charge of criminal trespass. Depending on the severity of the violation, a patron who has been asked to leave the building may be excluded and barred from returning to the library for varying periods of time ranging from one day to one year (See "Length of Exclusion Guidelines" addendum). The library may pursue remedies under Federal, State, or local law where applicable. Patrons who have been excluded may be required to discuss the violation with the Director before being readmitted. Excluded juvenile patrons may be required to bring a parent or guardian to such a meeting.

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