

CODE OF CONDUCT POLICY

The Field Library strives to provide a safe, comfortable, pleasant, and clean environment for our community. We want everyone to enjoy the library and to have a productive experience. To do so, requires everyone's cooperation. Therefore, everyone can help by following the rules below.

Be considerate of other library users and library staff

- Public health codes must be observed.
- Appropriate attire to a public building, including footwear, must be worn on library property.
- Food is forbidden except at library-sponsored programs and in meeting rooms with prior librarian knowledge and approval. Drinks with lids with proper care to avoid spilling are allowed throughout the library except near computers.
- Patrons must keep noise to an appropriate level so that it does not interfere with the library's mission and other patrons' use.
- Only service animals or animals used in library programs are permitted in the library.
- Patrons whose odor impairs the ability of other users to use the library may be required to leave the library rooms.
- Patrons may not loiter in entrances, doorways or steps.
- Patrons are not allowed to rearrange or disarrange library furnishings and materials.
- Designated space for specific age groups have been designed to meet the needs of that particular age group. Access to the Children's Room is limited to children, their caregivers, teachers, and Library Staff. The Teen Space is limited to teenagers, adults accompanied by teenagers, and Library Staff. Anyone regardless of age seeking to check out library materials may browse the collection but may not loiter in the space otherwise designated.
- Patrons must leave the library at designated closing times.
- Library staff is not responsible for locating, paging or delivering messages to patrons.
- Patrons must abide by all library policies.

For everyone's safety

- Running is not allowed on library property.
- Skates, rollerblades, scooters (unless medically necessary), skateboards, etc. may not be used on library property; bicycles must be parked outside the building.
- Personal property may not obstruct aisles, walkways or seating.
- The library is not responsible for the care of unattended children. Children under the age of 10 must be in the company of a person at least 14 years old at all times. Those who accompany children are responsible for their behavior.
- Patrons are not allowed behind public service desks, in library offices or in any staff area without prior authorization.

Prohibited conduct includes, but is not limited to

- Illegal behavior of any kind.
- Carrying firearms or other weapons, except those carried by law enforcement officers.
- Disorderly conduct, which may include:
 1. Brawling or fighting
 2. Language or behavior that is offensive, abusive, obscene or cursing
 3. Boisterous, inappropriate, or disruptive behavior
 4. Harassment
 5. Any form of sexual misconduct, including but not limited to exposure, offensive touching or sexual harassment of other patrons or staff
 6. Behavior that threatens others
 7. Possession of illegal drugs or alcohol on library property
 8. Being under the influence of illegal drugs or alcohol while in the library
 9. Use of tobacco products in the library and building
 10. Vandalism, destruction or tampering of library property or the property of other patrons
 11. Removal or attempting removal of library materials or property from the library without authorization
 12. Failure to adhere to copyright laws
 13. Sleeping, eating, or lounging on library furniture
 14. Disturbing other patrons' use of the library
 15. Speaking on cell phones except in building lobby
 16. Soliciting, distributing materials, petitioning or selling except as authorized by Library Director

The Field Library

- Is not responsible for any personal property. Personal items left may be discarded.
- May inspect all backpacks, book bags, satchels and briefcases.
- May limit the number of persons who can sit together.
- May impose time limits on the use of library resources, including materials and computers.
- Applies this conduct policy with respect to all library property, including the library building and grounds. Any patron failing to comply with this policy or other library policy, rule or regulation may be required to leave the library property and/or be denied the privilege of access to the library's materials and resources. Violations of library policies may result in civil or criminal consequences, as appropriate.

Adopted by The Field Library Board of Trustees January 2013, amended September 2018