



## Code of Conduct

The Board of Trustees of the Pierson Library has adopted a Code of Conduct to provide a safe and comfortable environment for those using library facilities and resources. Warnings are at the discretion of library staff. Ejections and loss of privileges are possible.

### **When you use the library, you agree to:**

#### **Respect Staff and Patrons**

*Conduct not permitted includes:*

1. Any action, behavior, or situation that is disruptive, disturbing, potentially harmful to others, or which interferes with the expected use of the library, including but not limited to:
  - Fighting, challenging to fight, or provoking violence;
  - Blocking or interfering with the free movement of individuals;
  - Engaging in activities that may result in intimidation, injury, or harm to library patrons or employees;
  - Using loud, abusive, threatening, or profane language;
  - Obstructing, harassing, or intimidating others;
  - Interfering with library employees in the performance of their duties.
2. Any acts or conduct in violation of federal, state or local laws, ordinances or regulations, including but not limited to:
  - Disorderly conduct;
  - Sexual activity;
  - Possession of illegal weapons of any type;
  - Possession, consumption, or being under the influence of alcohol or drugs;
  - Use of tobacco or electronic cigarettes on library property.

3. Sleeping in the building.
4. Soliciting, surveying, political campaigning, petitioning, selling of any kind, distributing or posting of materials not specifically authorized by the Director or their designee are prohibited on library property.
5. Leaving children under the age of 10, or adults requiring supervision alone and unattended. An attendant must be an adult 18 or over.
6. Leaving a minor under the age of 18 for an excessive period or after closing.
7. Leaving personal possessions unattended on library property.
8. Using the library without wearing shoes and garments that cover the upper and lower torso.

### **Respect Materials and Equipment**

*Conduct not permitted includes:*

1. Damaging, destroying or stealing any property of the library, library staff or customers.
2. Taking library property or materials outside buildings without following established loan procedures or other authorization.

### **Respect Buildings and Property**

*Conduct not permitted includes:*

1. Acting in a manner that is potentially harmful to library buildings, property, users or staff, such as unauthorized use of another person's library card for any purpose.
2. Improperly using furniture, equipment, spaces, or materials.
3. Bringing in any items, backpacks or other personal baggage that take up an excessive amount of space that restricts the movement of individuals, that presents a potential harm, danger or distraction, or that have no usefulness in the library. Luggage, bedrolls, sports equipment, skateboards, skates (includes heelies), scooters and bicycles are examples of items that are prohibited inside the building.
4. Consuming food or unlidded drinks around library computers or equipment.
5. Improperly using restrooms, including loitering, solicitation, meetings, bathing or shaving.
6. Using or monopolizing library equipment, materials or facilities in an unauthorized manner that prevents others from using them, including but not limited to:
  - Library computers;
  - Library staff telephones; and
  - Printers, copiers and fax machines.

7. Using non-public doors or entering any other non-public areas in an unauthorized manner.
8. Using parking areas or other property in an unauthorized, improper or unsafe manner, including but not limited to the use of tobacco products or electronic cigarettes; skates or skateboards; bicycles and scooters. Vehicles parked improperly or abandoned are subject to being towed at the owner's expense.
9. Bringing animals, except service animals or animals featured in library programming, into the building.

### **Library Use Suspensions**

Any of these actions may result in the patron being asked to leave the library. Those who persist and refuse to leave the buildings and grounds when requested will be subject to their behavior being reported to local police. Violators are subject to loss of library privileges, including suspension from entering the library building or property for a time determined by the Director or their designee.

### **Library Use Suspensions Appeals**

Any patron suspended for more than one day can appeal the suspension by contacting the Library Director in writing, within five days of the suspension. The Library Director will consult with staff, review the incident report and related documentation, and any written information provided by the patron. The patron may also schedule an appointment with the Library Director to discuss the suspension. After reviewing the information, the suspension period may be terminated, shortened, or remain in place. The Library Director will inform the patron of the decision in writing.

If still in disagreement, the patron may then appeal to the Library Board of Trustees via a written notice of appeal within 10 days after receipt of the Library Director's determination. The notice of appeal must be sent to both the Library Director and the Library Board Chair, care of Pierson Library, 5376 Shelburne Rd., Shelburne, VT 05482 or emailed to the Library Director. The Library Board of Trustees will review the suspension at the next regularly scheduled meeting of the Library Board. The patron will be provided with notice of the meeting date. A parent or guardian must accompany a minor (under the age of 18) to the meeting. The Library Board of Trustees will hear the appeal and will vote to uphold or dismiss the suspension. The patron will be notified by letter or email of the decision of the Library Board of Trustees.

The suspension remains in effect during review process and patron may only return to the library if/when the suspension is terminated either through the appeals process or completion of original terms.