

## **Code of Conduct Policy**

The Canton Public Library (hereinafter: Library) is committed to securing a safe atmosphere conducive to the use of its resources and services. To that end, the Library has established the following Code of Conduct Policy. The Code of Conduct applies to all persons using the Library facilities and the Library premises. Additional policy sections govern Code of Conduct for Young Children and for Disruptive Children at the end of this document.

On Library premises, no person shall engage in:

1. The violation of any local, state, or federal law;
2. The commission of any assault or battery upon any person;
3. Stealing of Library or patron property;
4. Possession of illegal substances;
5. Possession of a weapon of any kind, unless authorized by law;
6. Harassment or bullying of Library patrons or staff;
7. Consuming or possessing alcoholic beverages;
8. The use of any tobacco products, including vaping;
9. Gambling;
10. Panhandling;
11. Non-compliance of the Library's Internet Use Policy;
12. Improper use or destruction of Library resources including, but not limited to:
  - a) Use of Library equipment, furniture, fixtures of building inconsistent with their intended use;
  - b) Any use which is likely to cause personal injury to self or others.
13. Disruptive or inappropriate behavior that disrupts or interferes with normal operation of the Library, including photography. See the Photography and Filming Policy.
14. Speaking loudly or making any loud sounds with a volume that is louder than the general noise level of the surrounding area. This policy shall not prohibit quiet conversation between Library patrons and/or staff, or those conversations which are reasonably required to carry out Library programs or business.
15. Canvassing for petitions, nomination papers, or other purposes, or interviewing, soliciting, or surveying not authorized by the Library;
16. Distributing literature or pamphlets of any kind unless approved by the Library Director;
17. Bringing animals inside the Library except for service animals or as allowed at a Library-approved event. Service animals must be kept on a leash or otherwise be prevented from roaming the Library premises.

18. Consumption of food in the Library except in designated areas, or drinking beverages without a secure lid anywhere in the Library;
19. Interfering with access, egress, or use of the Library facilities or resources;
20. Posing a security concern by entering the Library with excessive personal items, luggage, and bags, or by leaving personal items unattended;
21. Sleeping in the Library;
22. Entering or being in the Library without being dressed in appropriate clothing, including shirts and shoes;
23. Entering or being in the Library with overtly offensive body odor or the presence of pests on their person or belongings;
24. Loitering.

The above are the most common examples of violations of appropriate behavior, but are not a complete list. Noncompliance with the Code of Conduct may result in expulsion from the Library and restriction from use of Library resources. Library staff is authorized to take disciplinary action as needed.

### Young Children

The Canton Public Library (hereinafter: Library) encourages visits by young children, and it is our desire to make this important visit both memorable and enjoyable for the child. Parents are entirely responsible for their children's behavior while the children are in the Library, regardless of whether the parent is in the Library or not. Library staff shall not assume responsibility for the care of children in the Library.

Therefore, it is Library policy that all children under age nine must be accompanied by a parent or designated responsible person while in the Library. Also, if the young child is attending a Library program, we require the parent/guardian or responsible person to remain in the Library throughout the program.

### Disruptive Children

Patrons of all ages are encouraged to use the Library for homework, recreational reading, and program attendance. The Library staff realizes that the Library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents/guardians or not) who are being continually disruptive will be given a warning that they must settle down or will be asked to leave the Library. If the child continues to be disruptive after a second warning, they will be asked to leave the Library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.