



# BANKS PUBLIC LIBRARY

## RULES OF CONDUCT

### Background

The Banks Public Library is committed to providing an atmosphere where people of all ages may come to read, browse, do research, study or attend programs and meetings in safe, clean surroundings. The Library's rules of conduct are designed to protect the rights and safety of Library patrons, staff members and volunteers, and to preserve and protect the Library's materials, equipment, facilities, and property for their intended public library purposes. Anyone who does not follow the rules of conduct will be subject to consequences in keeping with the nature of their acts or actions. Discrimination based on an individual's race, color, creed, religion, national origin, sex, gender, age, disability, marital status, sexual orientation, public assistance status, or any other protected status will not be tolerated.

### Policy

To enable the Library to fulfill its mission to the general public and the Banks community, everyone using the library is required to follow these rules of conduct. These rules shall apply to all areas within all Banks Public Library buildings (the "Library") and upon all grounds and property of the Library, whether leased or owned by the Library (collectively the "Library property"). These rules shall be administered and any penalties imposed by the Library Director or the Director's designee.

Refer to Appendix A for related laws, definitions, policies and procedures.

### General Rules of Conduct

While visiting the Library, patrons are required to:

- Respect other library users and their privacy at all times.
- Keep conversations and equipment at a volume level that does not disturb others.
- Wear appropriate attire, including shoes and shirts.
- Avoid creating or bringing into the library any odors that will interfere with other patrons' peaceful use and enjoyment of the library and its services. Examples include, but are not limited to, offensive body odor, strong smelling cologne, or consuming food with strong odors.
- Keep liquid beverages covered at all times.
- Eat only light snacks and dispose of food wrappers appropriately.
- Leave work and study areas clean.

- Use library furniture, materials, equipment and facilities for their intended purposes and in a manner that does not cause damage to them.
- Take care of their own possessions; the library cannot be responsible for patrons' items.
- Ask permission if library telephone use is needed; keep length of calls made on the library phone as brief as possible.
- Follow the Library's policies, including refraining from the following behaviors.

### **Library-Specific Conduct**

No one shall engage in any of the following acts or activities while in the Library or on Library property. Anyone who engages in any of the following acts or activities shall be given up to two warnings at the discretion of Library staff. A third violation shall result in ejection of the person and exclusion from Library property for 24 hours. Subsequent violations by that person shall result in that person's immediate ejection and exclusion from the Library Property up to 6 months.

- Lying down or appear to be sleeping in the Library.
- Interfering with free passage on Library property, including restricting passage with bicycles, skateboards, carts, large backpacks or anything that creates an obstacle, trip hazard, or takes up seating.
- Bringing bicycles or other similar devices inside the Library, including vestibules or covered doorways.
- Placing personal belongings on or against buildings, furniture, equipment or fixtures in a manner that interferes with Library staff or patron use of the Library or leaving personal belongings unattended.
- Using roller skates, in-line skates, skateboards or similar devices in the Library or on Library property.
- Parking vehicles on Library property for purposes other than Library use or City business. Vehicles parked in violation of this rule may be towed at the owner's expense pursuant to the City of Banks tow ordinance.
- Smoking, or vaping, tobacco or other products or chewing tobacco inside or within 10 feet of Library entrances. The Library is a non-smoking facility.
- Bringing animals into the Library (with the exception of service animals), except as part of a Library-approved event. Leaving an animal tethered and unattended on Library property.
- Soliciting, petitioning, distributing written materials or canvassing for any purpose in the Library or on Library property when that activity significantly interferes with peaceful use and enjoyment of the Library by staff, volunteers or patrons.
- Using electronic equipment at a volume that disturbs others, including but not limited to, cellular telephones, computers, stereos, televisions or other such equipment.
- Violating any of the Library's adopted rules of "Acceptable Use of the Internet and Library Public Computers," which must be accepted by users each time they log onto library public computers.

- Using restrooms for bathing, shampooing, shaving or doing laundry.
- Taking Library materials into restrooms if the materials have not been checked out.

### **Conduct toward Persons or Property**

No one shall engage in any of the following acts or activities while in the Library or on Library property. Anyone who engages in any of the following acts or activities shall be given one warning at the discretion of library staff. A second violation of the following rules shall result in ejection of the person and exclusion from Library property for 24 hours. A third or subsequent violation of the following rules shall result in the immediate ejection of the person and exclusion from Library property for up to one year.

- Using Library materials, equipment, furniture, fixtures or buildings in a manner inconsistent with the customary use thereof; or in a destructive, abusive, or potentially damaging manner; or in a manner likely to cause injury to anyone.
- Disobeying the reasonable direction of a Library staff member, or Library security personnel
- Verbally or physically intimidating or harassing staff, volunteers or Library patrons, including stalking, staring or lurking.
- Making threats against Library staff, volunteers or patrons - verbally, physically or in writing, including all forms of electronic media.
- Engaging in disruptive behavior, loud or abusive language or behavior that disturbs the peaceful use and enjoyment of the Library, including loud noises, loud talking, screaming or banging on computer keyboards.
- Camping on Library grounds.
- Entering a library facility or upon library grounds during a period of exclusion.
- Engaging in any behavior that would constitute a crime under any applicable law.

### **Illegal Conduct**

No one shall engage in any of the following acts or activities while in the Library or on Library property. Any violation shall result in immediate ejection and exclusion from Library property without warning. Any violation shall be reported to law enforcement, and the person shall lose all library privileges for a period of up to three years.

- Any violation of state or federal criminal law.
- Committing, attempting or threatening to commit an assault.
- Committing, attempting or threatening to commit theft.
- Destroying, damaging or defacing Library property, including Library materials.
- Consuming, using, giving away, selling or being under the influence of any controlled substance or alcohol.
- Bringing a deadly weapon upon Library property. The prohibition does not apply to sworn law enforcement officers, individuals with concealed weapon permits issued by the State of Oregon, or any of the exceptions listed in ORS 166.370(3).

- Engaging in sexual activity including solicitation of prostitution, harassment or indecent exposure.
- Engaging in sexual conduct, including, but not limited to the physical manipulation or touching of a person's sex organs through a person's clothing in an act of apparent sexual stimulation or gratification.
- Refusing to leave Library property after being instructed to do so by Library staff or a law enforcement officer or after being issued a Notice of Exclusion.
- Trespassing in nonpublic areas, being in the library without permission of an authorized Library employee before or after Library operating hours.

### **Unattended Children and Vulnerable Adults**

No parent, guardian or caregiver shall engage in any of the following acts or activities in the Library or on Library property with regard to children or vulnerable adults in their care. If Library personnel find a child or vulnerable adult on Library property whose parent, guardian or caregiver has left them there in violation of these rules, the parent, guardian, caregiver, and the child or vulnerable adult may be excluded from Library property for a period of time to be determined by Library staff.

Library personnel will attempt to contact a parent, guardian or caregiver whenever any of the following appear to Library staff:

- A child age under the age of 10 that is left unattended, unless the child is participating in a Library sanctioned activity for children.
- The health or safety of the child or vulnerable adult is in doubt.
- A child or vulnerable adult is frightened while alone at the library.
- The behavior of the child or vulnerable adult disturbs other library patrons and Library staff have asked the individual to leave the library.
- A child or vulnerable adult has not been met or picked-up by a parent, guardian or caregiver at library closing time.

If Library staff are unable to locate or contact a parent, guardian or caregiver within a reasonable period despite repeated attempts, Library staff may turn over the child or vulnerable adult to the police, a children's services agency or appropriate other authority.

### **Repeat Offenses**

Anyone who enters upon Library property during a period in which they are excluded from Library property shall be trespassing and subject to civil or criminal prosecution. Any individual who repeatedly violates these Rules after having been previously excluded can face a longer exclusion than otherwise indicated above. To be subject to longer exclusion periods, the offender need not violate the same rule.

#### **History**

Original 06/08/1999  
 Revision1 05/21/2013  
 Revision 2 09/10/2019

## **APPENDIX A**

### **Definitions of Terms**

- “Assault” has the meaning in ORS 163.160 through 163.185.
- “Theft” has the meaning in ORS 164.015.
- “Controlled substance” has the meaning in ORS 167.203(2).
- “Disorderly conduct” has the meaning in ORS 166.025.
- “Harassment” has the meaning in ORS 166.065.
- “Sexual conduct” has the meaning in ORS 167.060.
- “Disruptive behavior” includes any patron behavior that interferes with the normal operation of the library or which unreasonably interferes with another patrons’ ability to use and enjoy the library.
- A “vulnerable adult” is an adult who can’t care for themselves independently without the assistance of a caregiver.