

POLICY FOR PATRON CONDUCT AND RESPONSIBILITY

In order to provide a suitable environment and ensure patron safety and security the following guidelines for conduct and responsibility have been approved by the French Simpson Memorial Library Advisory Board. Copies of this policy are available for public viewing and are distributed with new and/or replacement Library cards.

Individuals with Special Needs

Persons of any age with mental, physical, or emotional disabilities which may affect their decision making skills or who may require supervision must be accompanied by a parent or caregiver at all times.

Library Hours

All Library patrons must leave the building at the posted and/or announced closing time. Anyone attending programs in the Library outside normal Library hours must leave the premises at the conclusion of that function.

Telephones

Cell phones should be turned off or put on vibrate when entering the Library. Cell phone use is allowed in the Library, but conversations should be brief and in a quiet voice. Library phones are for business use only. The Library reserves the right to ask patrons to conduct their conversations outside the building.

Personal Belongings

The Library and its personnel are not responsible for personal belongings left unattended. Items found in the Library will be placed in Lost and Found at the circulation desk.

Prohibited Activities

The Library serves a variety of functions to a diversity of patrons. A reasonable noise level is expected and unavoidable. However, the following activities are prohibited in the building:

1. Engaging in any activity violating Federal, State, or local law;
2. Engaging in any activity in violation of Library policy;
3. Consuming food and/or beverages in the Library unless provided during a Library sponsored event;
4. Obstructing the entrances to the Library;
5. Talking loudly or using obscene or abusive language, making noise, or engaging in disruptive behavior;
6. Physical and/or verbal harassment or threats;
7. Running, shoving, or roughhousing;
8. Being under the influence of or having possession of drugs and/or alcohol;
9. Use of tobacco in any form;
10. Carrying a weapon;
11. Stealing, damaging, or using improperly Library property or facilities;
12. Bringing animals except service animals unless for a special event;

13. Interfering with another person's use of the Library or with the Library staff's performance of duties;
14. Entering without shoes and/or shirt;
15. Having bodily hygiene that is so offensive as to disturb others;
16. Petitioning, begging, or distributing unapproved printed materials/literature or the selling of the same or other goods;
17. Using the Library restrooms for bathing, shaving, laundering, or other unusual purposes;
18. Using audible devices without head phones or with head phones set at a volume that disturbs others;
19. Taking photographs or filming on Library premises without the proper permission.

Consequences for Unacceptable Behavior

Maintenance of proper conduct in the Library is the responsibility of the Library staff. The Library reserves the right to:

1. Issue a verbal warning with the statement that the person(s) will be asked to leave the Library property if the behavior in question does not cease;
2. Issue a second verbal warning if necessary;
3. Ask the individual(s) in question to leave the Library, including the Library grounds and parking lot, for the remainder of the day;
4. Contact the police if the behavior continues or if the individual fails to comply after being asked to leave the property;
5. Call 911 immediately at any time a staff member feels that an individual's behavior is threatening the safety of other patrons or staff members;
6. In the case of persistent or severe violation of the Library's rules, suspend all Library privileges including the right to enter and use the facility and/or borrow materials.

While the Library staff will make every effort to apply these rules in a fair and just manner, the staff has the authority to deal firmly, but courteously with those patrons who violate the **Policy for Patron Conduct and Responsibility**.

Patrons whose Library privileges have been denied may submit a written request to the Library Director asking that their privileges be reinstated. Suspension will remain in effect pending review. Should the Library Director be directly involved in the dispute, the written appeal should be addressed to the Hallettsville City Secretary.

Approved by: _____ Date: _____
 Chairperson of Advisory Board, Fiench Simpson Memorial Library

Approved by: _____ Date: _____
 Mayor, City of Hallettsville