

*policy statement on*

# CODE OF CONDUCT

REVISED **May 18, 2023**

The Pointe Coupee Parish Library is a public agency supported by the taxes of the citizens of the parish, and they have the right to expect an atmosphere conducive to study, reading, and the legitimate use of library materials and services. To foster such an environment, visitors must act in a considerate and appropriate manner.

The Pointe Coupee Parish Library is a community service organization that provides access and connects people to information, resources, materials, technology, and experiences to make a positive difference in their lives.

**All are welcome at the library.** Library visitors are required to follow all library policies and conduct themselves in a considerate and appropriate manner. Parents, guardians, or designated caregivers are responsible for their child's personal safety and behavior at all times.

The Code of Conduct applies on **ALL** library property and everywhere the library provides in-person, telephone, or virtual service. Library employees will enforce the Code of Conduct in a consistent and impartial manner. Those who do not comply may be asked to leave the library premises. Violation of the Code of Conduct may result in the suspension of library privileges. Suspension lengths will vary depending on frequency and severity of violations. Violations of local, state, or federal laws or ordinances will be reported to law enforcement.

## **Library visitors are expected to:**

- **Respect other library visitors and library staff**
- **Respect library property, equipment, and materials**
- **Obey the law**
- **Follow directions from library staff**

Behaviors and activities including, **but not limited to**, the following examples are prohibited by the Code of Conduct.

## **Disrespectful, Unsafe or Disruptive Behavior (including but not limited to)**

- Activities or behaviors that may result in injury or harm to self or others
- Physical or verbal harassment of library staff or visitors including inappropriate personal comments, staring, or sexual advances
- Language or gestures that are abusive, profane, threatening, or vulgar
- Insufficient supervision of children
- Possession of guns, knives, weapons, or items which could be used as weapons
- Use of fire, open flames, or heat-producing devices

- Bringing animals into the library, except for service or assistance animals or as part of a special program
- Interfering with or blocking the free passage of others
- Wearing insufficient clothing for a public space – all library visitors must wear shoes and shirts
- Bodily hygiene or scent so strong as to constitute a nuisance to others
- Excessive noise, including from an electronic device playing audio without earphones

**Inappropriate Use of Library Privileges or Property (including but not limited to)**

- Activities or behavior that may result in damage to library property or property of others
- Entering non-public areas in the library without authorization
- Using library spaces, furniture, or materials in any manner other than intended
- Bringing shopping carts, skateboards, skates, scooters, bicycles, etc. into library facilities
- Soliciting, petitioning, canvassing, or distributing written materials without prior approval from designated library staff
- Consuming food or beverages outside of designated areas or around library computers or equipment
- Use of tobacco products or electronic smoking devices in library facilities or within 25 feet of a library entrance, or within Independence Park, which includes the Plaza and parking lot of the Main Library at Goodwood
- Personal hygiene activities such as bathing, shaving, or washing clothes
- Leaving personal property unattended. The library is not responsible for lost, damaged, or stolen items
- Use of parking lot, or leaving a vehicle in the parking lot, before or after hours of operation. Abandoned vehicles will be towed after three unsuccessful attempts to contact the owner

**Illegal Activity (including but not limited to)**

- Verbal, physical, or sexual harassment of library visitors or employees, including intimidation, threats, or stalking
- Any act of sexual misconduct, including indecent exposure, voyeurism, or sexual contact
- Viewing or printing child pornography
- Displaying or distributing obscene material
- Engaging in physical altercations including assault and fighting
- Possession or use of alcohol or illegal drugs. Persons appearing to be intoxicated or on drugs will be asked to leave
- Theft or vandalism

**Noncompliance with Library Employees (including but not limited to)**

- Ignoring requests or disobeying the reasonable directives of library employees
- Failing to exit at closing or during an evacuation

*The Pointe Coupee Parish Library Code of Conduct was adopted by the Pointe Coupee Parish Library Board of Control*

*November 3, 1998.*

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