

## XV. Code of Conduct

Approved: 06/01/2020

The Stewart B. Lang Memorial Library has established this Code of Conduct to:

- Protect the rights of individuals to enjoy the benefits of library facilities, materials and services
- Protect the rights of library staff members and volunteers to conduct library business without interference
- Preserve library materials and facilities from harm
- Ensure the safety of library patrons, employees and volunteers

The Patron Code of Conduct will be posted in the library building. Library staff members are authorized to bring to an individual's attention any act which is prohibited in the library or on the library grounds. The individual will be asked to change the problem behavior. If such change is not evident or forthcoming, that individual will be asked to leave the library property.

### **Expected Behavior**

Mutual respect makes it possible for every library user to fully utilize library materials and services. All library users can help by being respectful of each other and by behaving in a manner that does not disrupt other patrons or staff or compromise their right to privacy and confidentiality with regard to information sought or received and resources consulted, borrowed, acquired or transmitted.

### **Prohibited Behaviors or activities:**

Behaviors that disturb the normal functioning of the library and/or create a disruptive and unsafe environment include but are not limited to:

- Failure to follow staff instructions
- Noise disturbing to others, including loud talking, yelling and inappropriate/loud use of cell phones
- Abusive or threatening language or profanity
- Deliberate behavior that is intimidating, threatening, hostile or offensive, or adversely impacts patrons and/or staff work performance
- Fighting, physical abuse or assault
- Theft or damage to library, patron or staff property, altering or attempts to alter library materials
- Violating the Internet Use Policy, including the display of obscene or pornographic materials
- Consuming , possessing or selling alcohol or illegal drugs
- Excessive displays of public affection or engaging in or soliciting sexual acts
- Exhibitionism, voyeurism or lewd behavior
- Gambling
- Leaving children under 8 unattended
- Offensive body odor
- Panhandling, petitioning, soliciting or selling merchandise
- Sexual harassment

- Smoking, chewing tobacco or using other tobacco products
- Spitting
- Trespassing-entering the library when barred
- Weapon possession

**Inappropriate Use of Facilities or Equipment includes, but is not limited to:**

- Activities intended to interfere with or disrupt computer networks or equipment
- Animals, except service dogs or animals which are part of a library sponsored program
- Camping in the library or on library grounds
- Improper use of library furniture that may result in damage or unusual wear
- Obstructing passageways or blocking access to the library or any part of the library
- Use of public restrooms for bathing or laundry or other inappropriate use of restrooms
- Vandalizing library facilities and equipment

**Attachments:**

Photography and Filming in the Library

Review & Revision History:

Approved: 06/01/2020

Reviewed: 08/02/2021 (no changes)

Reviewed 5/1/2023

XV. Code of Conduct - Attachment  
Photography & Filming in the Library  
Approved: 06/01/2020

The Stewart B. Lang Memorial Library protects each library user's right to privacy and confidentiality with regard to information sought or received and resources consulted, borrowed, acquired or transmitted.

Photography, video, and audio recording in the library is generally permitted if it is for library promotion, an assigned student project, or strictly for personal use. In order to protect the rights of individual patrons and to reduce distractions, photographing, video or audio recording; including but not limited to all forms of Social Media outlets, Skype, and Facetime, on library property is restricted as follows:

1. Under no circumstances may the public or members of the media take photographs or record video or audio without the express permission of any library patron or staff member who would be prominently included within the composition or recording. Taking photographs or videotaping of a minor (an individual under the age of 18) requires the permission of the minor's parent or guardian. The library is not responsible for obtaining these releases.
2. Photography or video recording for commercial purposes is not permitted without approval by the Director or designee. Such approval must be requested in writing and in advance.
3. Community organizations holding scheduled events or meetings in the library may arrange for their own photography or videotaping/recording of their event. Such photography and videotaping is restricted to the space reserved by the group and the people in the group, and the group is solely responsible for any necessary releases and permissions.
4. Library staff or designated representatives may photograph and video library sponsored activities for such purposes as information sharing, library promotion and publicity, and community engagement. These photographs and videos may be copied, displayed, published, and posted on the library's website and social media pages. All such photography and videotaping will be in accordance with library procedures.
5. This policy extends to photographs and filming by library staff at Friends events and at library booths and programs at public events in the community.
6. Photography, videotaping or use of other recording devices may not interfere with the provision of library services. Staff will terminate any photography, videotaping or audio recording session that appears to compromise public safety, security or infringes on staff members' or patrons' right to privacy. Members of the public that refuse to comply may be asked to leave the library.

Adopted: 06/01/2020