

# EAST BONNER COUNTY LIBRARY DISTRICT CODE OF CONDUCT

The East Bonner County Free Library District (hereinafter referred to as The Library) prides itself on providing a safe and enjoyable experience to all community members, offering an atmosphere conducive to everyone's right to unimpeded and enjoyable library use. Towards this end, all community members are expected to comply with the Code of Conduct while visiting The Library.

## General Expectations:

1. Visitors are expected to abide by local, state, and federal laws as well as public health guidelines.
2. Visitors are to act safely and respectfully, interact with library staff and other library visitors in a civil manner, and follow the directions of staff. Examples of unacceptable behaviors include:
  - A. Verbally or physically threatening or harassing behaviors, including but not limited to stalking, staring, lurking, and obscene or offensive acts.
  - B. Being under the influence, selling, soliciting, possessing, or using alcohol and/or illegal drugs.
  - C. Petitioning, soliciting, conducting surveys, or selling merchandise in The Library without the express permission of the District Director or their designee. Petitioners on library property will not block, hinder, or interfere with visitors and staff wishing to enter or exit the buildings, nor intimidate patrons or staff into signing a petition or accepting information.
  - D. Disturbing others by exhibiting a strong or offensive odor due to, but not limited to, hygiene, perfumes/colognes, and or/foods.
  - E. Destroying, damaging, defacing, misusing, hiding, or removing library materials or property.
  - F. Not returning checked out library materials.
3. Maintain the volume of conversations and/or electronic devices at a level that does not disrupt or interfere with others' use of The Library. Lower volumes will be expected in areas designated as quiet zones.
4. Smoking or vaping is only allowed outside and should take place at least 25 feet from any library entrance or exit.
5. Children should be supervised at all times while on library property in accordance with the Unattended Children policy.
6. Consuming food and drink is allowed in meeting rooms or other designated areas, or as part of library sponsored events. Alcohol consumption is not allowed, unless specifically authorized by the Board of Trustees.
7. Shirts, pants, and shoes, or articles of clothing of a similar nature, are required while using library facilities.
8. Service animals are allowed in the library in accordance with the Americans with Disabilities Act.
9. Personal belongings must be in the possession of the owner and placed in a manner that does not interfere with staff or visitor use of the building, walkways, furniture, or equipment. The Library is not responsible for items lost, stolen, or damaged on library premises.
10. Visitors are to use library property, spaces, and furniture for their intended purposes. Examples of inappropriate usage include, but are not limited to:
  - A. Running, throwing objects, pushing or shoving.
  - B. Obstructing entrances, exits, seating areas, aisles, walkways, or other paths of travel.
  - C. Monopolizing library space and furniture for personal use, blocking others from usage.
  - D. Failing to comply with the "Internet Use Policy."
  - E. Using staff telephones except when a minor has a need to call their guardian, or in the event of an emergency.
  - F. Accessing staff areas without permission. Remaining in the facility after closing, or when instructed by authorized personnel to leave library property.
11. Bicycles and large carts should be parked outside the library building by the designated bike rack. Wheelchairs and strollers are allowed inside if transporting an individual. Other mobility devices,

like skateboards, roller skates, rollerblades and hoverboards, as well as traction devices, must be carried while inside the building.

## **Enforcement**

Individuals who are not following the Code of Conduct will be asked to comply with the policy. Those who continue to violate the policies may be asked to leave the library and may have their library privileges suspended. It is within library staff's discretion to take appropriate action regarding individual visitors' compliance with library policy. In any situation where the safety or welfare of a visitor or staff member is believed to be at risk, law enforcement will be contacted.

The Library reserves the right to restrict the use of its facilities and premises to persons who do not abide by the Library's Code of Conduct. Library visitors violating this Code of Conduct and failing to comply after one warning will be required to leave the Library for the remainder of the day. Individuals who are asked to leave shall do so within 5 minutes.

Based on the severity of the situation, The Library may revoke library privileges or temporarily suspend access to all library services and property. If the conduct constitutes a violation of local, state or federal law, it may result in criminal prosecution.

The Library's management staff or the acting supervisor has the authority to escort individuals who do not abide by the Code of Conduct off the property. Individuals who enter the library before the return date listed on the suspension notice are subject to arrest for trespass under Idaho Statutes Section 18-7008.

## **Appeal Process**

A person suspended from the library for a period of more than 1 day may appeal the decision in writing to the District Director within 10 days from the date of suspension/revocation of library privileges. Submit requests for administrative review to [director@ebonnerlibrary.org](mailto:director@ebonnerlibrary.org) or by mail to East Bonner County Library District, 1407 Cedar St, Sandpoint, ID 83864. Suspension of privileges will remain in force during the review period.

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Board of Trustees  
East Bonner County Free Library District