

## Parlin-Ingersoll Public Library Code of Conduct Rules

In order to provide resources and services to all people who visit the Parlin-Ingersoll Public Library in a manner that ensures both their safety and an atmosphere of courtesy, respect, and service excellence, the following Code of Conduct Policy has been established by the Board of Trustees. The rules and guidelines are for the protection of all who use the library or who are on library grounds.

**1. Expected Behavior:** Please talk in moderate tones and act in a polite and respectful manner. Please do not engage in any behavior that is disruptive or that hinders the use of the library by others. This includes, but is not limited to, excessively loud, boisterous or rowdy activity; inappropriate angry or belligerent behavior; and the use of obscene or vulgar language.

**2. Food & Drink:** Non-alcoholic covered beverages are permitted in designated areas. Food is not permitted in the library, except within the meeting room and only when permission has been granted.

**3. Smoking:** Please refrain from any smoking, including electronic cigarettes, or the use of any tobacco products, in the library or in any location where second-hand smoke can enter the library and disturb others.

**4. Dress:** Please wear proper attire in the library for the safety and comfort of yourself and all our patrons. Proper attire includes shoes and shirts.

**5. Unattended Children:** Parents are responsible for the behavior of their children while they are on library property. Children under the age of nine (9) must be accompanied by a parent or caregiver (16 or over). Children under the age of six (6) must never be left unattended, while on the library premises.

**6. Library Grounds & Parking Lot:** The library grounds and parking lot are not to be used as a playground. Individuals may not use bicycles, skateboards, rollerblades, scooters other playthings or sporting equipment in the parking lot, driveways, entry sidewalks or grounds.

**7. Cell phones:** Cell phone use is limited to necessary calls while using library equipment or emergencies. Otherwise, please turn off all cell phones and beepers or put them on silent mode while in the library. Patrons may use the front foyer if they need to answer or use their cell phone for other purposes.

**8. Animals:** Except for those needed to assist individuals with disabilities, animals cannot be permitted in the library or unattended on library property for safety and health reasons.

**9. Theft of Materials:** Please give our library materials and facilities proper care. Theft, vandalism and mutilation of library property are criminal offences that will be dealt with accordingly. All library material must be checked out at the circulation desk.

**10. Law:** Any act or conduct in violation of federal, state or local law, ordinance or regulations, or library rules or policies is prohibited in the library.

**11. Property:** Defacing, marring, or damaging library materials, furnishings, equipment, facilities, or anything else inside the library or on library property is prohibited.

**12. Soliciting:** Soliciting, petitioning, canvassing, or selling anywhere on the Library property is prohibited.

**13. Personal Belongings:** Personal belongings must be attended at all times. Responsibility for lost, stolen, or damaged items rests with the owner.

**A complete Code of Conduct Policy is available at the front desk.**