

## **CODE OF CONDUCT**

The Board of Directors endorses the following code of conduct as it will be presented to patrons, staff and volunteers:

It is the purpose of the Laramie County Library System to provide free, open and equal access to ideas and information to all members of the community. To accomplish this purpose, a code of conduct is provided to assist staff, volunteers and patrons in promoting safe, healthy and barrier-free access to all the resources and facilities the system has to offer. The code is designed to foster an atmosphere of mutual respect and courtesy and applies to all patrons, volunteers and staff while on library system property.

### **WHILE AT THE LIBRARY OR ON LIBRARY PROPERTY, YOU ARE ENCOURAGED TO:**

1. Ask the staff for help. Let the staff know when you are unable to find what you need so they can try to get the information for you. This also helps the library know what needs to be added to the collection.
2. Inform the staff if you need accommodation or if assistance is needed for your full use of library services.
3. Explore new ideas and interests by attending library programs.
4. Be responsible for the safety, well being and conduct of children in your care.
5. Cooperate with the requests of library staff.
6. Turn off cellular phones when attending a library sponsored program.
7. Keep your personal belongings in your control at all times. The library is not responsible for lost or stolen items.
8. Eat and drink in any area of the library. Although lids are preferred on drinks, they are not required.
9. Report any spills to a library employee immediately.
10. Clean up after yourself.

### **WHILE AT THE LIBRARY OR ON LIBRARY PROPERTY, THE FOLLOWING IS PROHIBITED:**

1. Behavior that is unsafe or disturbing to other patrons, volunteers or staff such as using offensive language, loud talking, shouting, screaming, children crying or making other loud noises, pushing, running, shoving, throwing things, or other disruptive behavior.

2. Verbally or physically harassing or threatening other patrons, volunteers or staff. Harassment may include, but is not limited to: initiating unwanted conversation; impeding access to or within the building; or other actions that an individual reasonably perceives to be hostile, threatening, intrusive or offensive.
3. Abandoning, or leaving unattended, children or other persons in need of supervision. Leaving young children unattended in the library at any time.
4. Actions that damage library property or the property of others.
5. Any behavior that is prohibited by law.
6. Sexual misconduct, such as exposure, offensive touching, verbal comments or unwanted sexual advances to patrons, volunteers or staff.
7. Smoking or use of tobacco or tobacco products or e-cigarettes, except in designated outside areas. Use of alcohol and/or drugs.
8. Bringing animals, other than service animals, into the library except as authorized by a library manager. By Federal Law employees may ask what services an animal provides.
9. Accessing staffing areas, unless accompanied by a library employee.
10. Lying down on the floor, benches or couches.
11. Bodily hygiene that is offensive so as to unduly interfere with another patron's use of the library. You shall be required to leave the building.
12. Inappropriate dress, including no shirt or shoes.
13. Tampering with the arrangement of library materials, which makes finding or using them difficult.
14. Use of radios, tape or CD players, or other personal listening or communication devices, at a level that can be heard by others.
15. Disruptive use of cellular phones. Cellular phones may be used for quiet short conversations anywhere in the library except in the Capital Room on the third floor. Employees will ask you to end your call if you are disrupting others with your conversation.
16. Talking or use of cellular phones in the Capital Room on the third floor. This is a designated a silent reading room.

17. Skateboarding, skating, or loitering on library property.
18. Parking in designated spaces when you do not meet the requirements for parking in those spaces.
19. Adults using the second floor when they do not have a legitimate reason for being there. Second floor reading areas, tables and computers are intended for use by children or teens.
20. Solicitation of funds, distribution of literature or promotional materials, or sale of goods by any person or agency other than the library.
21. Use of library computers for anything other than their intended purpose. Downloading or searching any files other than those on your own CD, Floppy (A:), or USB. (See library's Internet Policy.)
22. Blocking aisles or passageways so as to make it dangerous, difficult or impossible to walk through. This includes placement of cords for electricity to electronic equipment, such as laptop computers.
23. Putting feet on the furniture except for foot rests or furniture in the children's area designed for this purpose.
24. Placing flyers on cars in the public or staff parking lots or on cars parked on the street around the library.
25. Standing anywhere other than the perimeter public right of way sidewalk to seek signatures for petitions.

## **INTERPRETATION FOR CHILDREN OF THE CODE OF CONDUCT**

HAPPY, SAFE AND HEALTHY AT THE LIBRARY  
Let's work together!

The people who work in the library will help you find things, learn something new and have fun.

### **GOOD LIBRARY BEHAVIOR MEANS THAT YOU WILL:**

1. Ask for help when you need it.
2. Be kind and polite to everyone.
3. Speak in your indoor voice. Loud talking and noise makes it hard for those who need a quieter place.

4. Never climb in the library.
5. Keep your hands to yourself.
6. Walk and look where you are going.
7. Be careful of younger children, especially in My Library Place.
8. Take good care of books, chess pieces and other items that belong to the library.
9. Practice your listening skills in story times and library programs.
10. Do what a person who works for the library asks you to do.

**Note: This list is not all inclusive and other behaviors judged inappropriate by library staff may be cause for consequences.**

#### **CONSEQUENCES OF MISCONDUCT:**

The County Librarian or designee will apply these rules in a fair and equitable manner for the benefit of all. If any of the information is unclear, please ask a member of the library staff for clarification. The consequences of misconduct may be any of the following: verbal warning, eviction, loss of library privileges by being barred from all library facilities on a temporary or permanent basis, or prosecution to the full extent of the law. If the police are called, the offender may be cited. Parents will be called or notified in writing in the case of a minor (less than 18 years of age). The library reserves the right to inspect all bags, purses, briefcases, packs, personal listening devices, computers and coats.

#### **PROCESS OF APPEAL FOR BARRING**

A person who has been barred from the library for more than fourteen (14) days may make an appeal for reinstatement of library privileges. The appeal must be in writing and mailed to:

Laramie County Library System, Board of Directors  
2200 Pioneer Ave  
Cheyenne, WY 82001

A hearing on the request for reinstatement of library privileges may be held if the Board, in its sole discretion, feels one is required in the case. In all cases where reinstatement is requested, the Board shall consider the request for reinstatement at a board meeting that is within 45 days of the date of the request for reinstatement. The Board may consider the documentary evidence provided by library staff in regard to the barring of the patron and request further

information from library staff during its consideration. The Board may also consider the written request of the patron as well as any other information it feels is relevant to the decision. After considering the request, the Board shall issue a written decision in regard to the request within 45 days of the date it considers the request. The Board's decision shall be considered a final agency decision.

In a case where a patron has been permanently barred from the library, or for a period of one year or more, the patron may reapply for consideration of reinstatement to the Board subsequent to a denial of readmission by the Board, after the passage of 120 days from a Board decision denying reinstatement.

#### PROCEDURE – CODE OF CONDUCT