

CODE OF CONDUCT

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

It is the purpose of 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 employees, 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 employees while on library system property.

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

1. Respect others.
2. Inform employees if you need accommodation or if assistance is needed for your full use of library services.
3. Explore new ideas and interests.
4. Be responsible for the wellbeing, conduct, and safety of children in your care.
5. Use the second floor with the understanding that it is primarily intended for use by children, teens, and their families.
6. Keep your personal belongings in your control at all times.
 - a. The library is not responsible for lost or stolen items.
7. Eat and drink in any area of the library. Immediately report spills to an employee.
8. Clean up after yourself.
9. Cooperate with the requests of library employees.

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

BEHAVIOR THAT DISTURBS OR MAY ENDANGER OTHER PEOPLE

1. Behavior that a reasonable person could perceive to be hostile, threatening, intrusive, or offensive.
2. Offensive language. Excessive noise, especially in areas designated for quiet or silence. Electronic devices must be used with headphones.
3. Leaving children or people in need of supervision unattended.
 - a. If a library employee has to ask a child more than once to behave, that child is in need of supervision.
 - b. If an older child is left to supervise a younger child and they are not supervising that child, a parent or caregiver will be required to be with the children.
4. 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.
5. Blocking aisles, stairs or entrance/exits so as to make it dangerous, difficult or impossible to walk through.

6. Bodily hygiene that is offensive so as to unduly interfere with another individual's use of the library. You shall be required to leave the building.

BEHAVIOR THAT IS UNLAWFUL

1. Any behavior that is prohibited by law.
2. Sexual misconduct, such as exposure, offensive touching, verbal comments or unwanted sexual advances to patrons, volunteers, or employees.
3. Smoking or use of tobacco or tobacco products or e-cigarettes, except in designated outside areas.
4. Being intoxicated or using alcohol and/or illegal drugs on library property.
5. Bringing animals, other than service animals, into the library except as authorized by a library manager.
6. Skateboarding, skating, use of motorized and non-motorized scooters, or loitering on library property.

BEHAVIOR THAT MISUSES LIBRARY RESOURCES

1. Actions that damage library property or the property of others.
2. Accessing employee areas, unless accompanied by a library employee.
3. Not cleaning up after yourself.
 - a. Food and drink left unattended may be discarded.
4. Lying down on the floor, benches, or couches.
5. Inappropriate dress, including no shirt or shoes.
6. Tampering with the arrangement of library materials, which makes finding or using them difficult.
7. Talking or audible use of electronics in the Capital Room on the third floor.
8. Use of library computers for anything other than their intended purpose. Downloading or searching any files other than those on your own USB. (See Internet Policy.)
9. Putting feet on the furniture except for footrests or furniture designed for this purpose.
10. Placing flyers on cars in the public or employee parking lots or on cars parked on the street around the library.
11. Leaving your belongings unattended for more than 60 minutes. These items will be placed in lost and found.
12. Solicitation of funds or busking (performing for money), distribution of literature or promotional materials, or sale of goods by any person or agency other than the library.
13. Parking in designated spaces when you do not meet the requirements for parking in those spaces.

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

CONSEQUENCES OF MISCONDUCT

The Executive Director (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 library employees for clarifications. 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 (including barring of library card), 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 Avenue
Cheyenne, WY 82001

A hearing on the request for reinstatement of library privileges may be held if the Board, in its sole discretion, feels it 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 employees concerning the barring of the patron and request further information from library employees 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 concerning 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.

Adopted May 23, 2023 by the Laramie County Library System Board of Directors.