

## **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 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 you need assistance to make 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. 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:**

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

#### **BEHAVIOR THAT DISTURBS OR MAY ENDANGER OTHER PEOPLE**

1. Behavior that a reasonable person could perceive to be hostile, threatening, intrusive, or offensive.
2. Verbally or physically harassing or threatening other patrons, volunteers, or employees. Harassment may include, but is not limited to:
  - a. Initiating and/or persisting in unwanted conversation;
  - b. Impeding access to, or movement within, the building;
  - c. Unwanted and/or non-consensual touching of another person;
  - d. Threatening communication, whether direct or implied, that a reasonable person would understand as causing substantial emotional distress or would cause a reasonable person to fear for their personal safety, the safety of their property, or the safety of others. Threatening communication includes but is not limited to gestures, and non-consensual contact with individuals or groups.
3. Using profane, obscene or provocative language or other actions that a reasonable person would have cause to believe would disturb the peace of others and/or that a reasonable person has grounds to believe are hostile, threatening, provocative, or offensive. For

purposes of this provision the term "provocative language" shall include, but is not limited to, insulting and/or "fighting words" which by their very utterance inflict injury or are intended to incite conflict or violence.

4. Excessive noise, especially in areas designated for quiet or silence. Electronic devices must be used with headphones.
5. 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.
6. 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.
7. Blocking aisles, stairs, entrances or exits so as to make it dangerous, difficult or impossible to walk through. Blocking aisles, obstructing or interfering with patrons', the public's or employees' use of, or access to: hallways, passageways or other areas of the library. Obstructing includes, but is not limited to behavior and/or conduct which is obstructive or disruptive to freedom of movement on library property, including ingress, egress, and the designated use of the facilities and premises. This includes, but is not limited to placement of cords for electricity to electronic equipment, such as laptop computers.
8. Individuals with bodily hygiene that is offensive so as to constitute a nuisance and thereby unduly interfere with another patron's use of the library, shall be required to leave the building.

#### **BEHAVIOR THAT IS UNLAWFUL**

1. Committing or attempting to commit any behavior or activity that constitutes a violation of any federal, state or local statute or ordinance.
2. Sexual misconduct such as exposure, offensive touching, verbal comments, or unwanted sexual advances to patrons, volunteers, or employees.
3. Smoking, chewing, and using other tobacco products including vaping, electronic cigarettes, and other inhalants except in designated, outside areas.
4. Using, possessing, selling, soliciting, offering, and/or appearing under the influence of alcohol or illegal drugs.
5. Bringing animals other than service animals into the library except as authorized by a library manager.
6. Making unreasonable use of the public restrooms including laundering clothes, bathing, and using restroom facilities in a manner that creates a nuisance and/or interferes with or obstructs their use by other library patrons.
7. Use of open flame or any burning or heating elements except as provided in meeting rooms with consent of library employees and pursuant to library policy.
8. Skateboarding, skating, use of motorized and non-motorized scooters, and loitering on library property.
9. Failing to comply with the direction from library employees, including but not limited to: refusing or failing to desist from behavior that violates library policy; refusing or failing to leave an area of the library when directed by employees; refusing or failing to leave library premises if directed by employees.

#### **BEHAVIOR THAT MISUSES LIBRARY RESOURCES**

Misuse includes but is not limited to:

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 that makes finding or using them difficult.
7. Bringing in, possessing, or leaving garbage, clothing, or other materials with a foul odor or which impose a potential health risk for other patrons and/or materials that, alone or in their aggregate, impede the use of the library by other users.
8. Talking or audible use of electronics in the Capital Room on the third floor.
9. 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).
10. Putting feet on the furniture except footrests or furniture designated for this purpose.
11. Placing flyers on cars in the public or employee parking lots or on cars parked on the street around the library.
12. Leaving your belongings unattended for more than 60 minutes. These items will be placed in the lost and found.
13. Monopolizing library space, equipment, furniture, or outlets in public areas to the exclusion of others.
14. Solicitation of funds, busking (performing for money), distribution of literature or promotional materials, or sale of goods by any person or agency other than the library.
15. Parking in designated spaces when you do not meet the requirements for parking in those spaces.

If any of the information is unclear, or if there are questions in regard to library policies, please ask a member of the library employees for clarifications.

## **PETITIONS**

1. Laramie County Library System is a limited public forum.
2. Members of the public who are seeking to have petitions signed may do so by standing on the perimeter, public right of way, sidewalk to seek signatures for petitions.
3. Petitioners may request of the County Librarian to use space inside the library during inclement weather and must agree to the following guidelines:
  - a. Petitioner must complete an online request form for approval to collect signatures.
  - b. Petitioner will use only the table provided in the gallery space of the library.
  - c. Petitioner will not move the table to a different place.
  - d. Petitioner will stay behind the table at all times.
  - e. Petitioner will not yell, coerce, follow or otherwise impede or harass people who are walking by.
  - f. Petitioner may use a pre-approved sign on or near the table.
  - g. Petitioner may use a normal inside voice to ask people to approach the table and inform them of the petition's topic.
  - h. Petitioner will clean up the petition area and table, leaving nothing behind each day.

- i. Petitioner will be out of the building at least 10 minutes prior to the library closing.
- j. Violation of any of the above or any part of the Code of Conduct will result in petitioning privileges being revoked for that individual and/or the subject of the petition.

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

HAPPY, SAFE AND HEALTHY AT THE LIBRARY

Let us 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 events.
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 employees may be cause for consequences.

### **CONSEQUENCES OF MISCONDUCT**

Library employees are empowered to enforce library policies and procedures. The Executive Director (County Librarian) or designee will apply these rules in a fair and equitable manner for the benefit of all and review reports of misconduct and/or policy violations.

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 indefinite basis (including barring of library card), and/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.

### **BARRING FROM LIBRARY PREMISES**

The Executive Director shall make decisions regarding consequences in regard to individuals who are determined to have violated any library policies and/or the Code of Conduct. In making a decision, the Executive Director will consider evidence provided by library employees in regard to the actions and alleged violations on the part of the patron and may request further information from library employees during its consideration. The Executive Director, in their sole discretion, may request information from the individual subject to any potential sanction and/or any non-employee witnesses, but is not required to do so.

Individuals who are barred or banned from library premises will be informed of this in writing. Reasonable efforts based on available information will be made to provide written notice to any violator, including sending notice to the last known address reasonably available to library employees. A summary of the reasons for the decision and the length of time the temporary or indefinite ban is in effect shall be included in the notice.

Proof of receipt by the individual of the notice of barring is not required for the decision to be in full force and effect from the point in time the decision is made by the Executive Director. Individuals entering upon or attempting to enter upon library premises during the pendency of any ban may be charged with criminal trespass.

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

A person who has been barred or banned from the library, may make an appeal for reinstatement of library privileges. The appeal must be in writing, and mailed or delivered to:

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

E-mail or electronic submissions of an appeal will not be accepted.

Appeals from being barred from library premises must contain a thorough explanation of any challenges to the decision to bar the individual from library premises and grounds for any reversal or modification of the decision to bar entry to library premises. The written appeal is the only submission required by the barred individual to request readmission unless further evidence is requested by the Executive Director or Library Board.

The Executive Director shall review the submission of an individual seeking readmission and shall render a decision in regard to the appeal. The decision shall be in writing and will be provided to the individual at the last known available address. The Executive Director's decision denying or modifying a request for readmission shall be final, unless the individual appealing the decision makes a written request for a hearing before the Library Board within ten (10) days of the issuance of the Executive Directors decision.

The Library Board retains complete discretion in regard to the granting of a hearing upon request. In the event the Library Board denies a hearing, the decision of the Executive Director shall be a final administrative agency decision from its issuance or from the date the Library Board denies a request for hearing, whichever is later in time.

A hearing on the request for reinstatement of library privileges may be held by the Library Board, in its sole discretion, should it determine one is required. Such a hearing is not a contested case and the presence of the individual appealing is not required for the hearing to be held. In all cases where reinstatement is requested and the Library Board grants a hearing, the Library Board shall consider the request for reinstatement at a Library Board meeting within 45 days of the date of the request for reinstatement.

The Library Board's decision is a review of and determination in regard to the Executive Director's prior decision. The Library Board may consider the documentary evidence and/or testimony provided by library employees in regard to the barring of the patron and request further information from library

employees during its consideration. The Library Board will 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 Library Board shall issue a written decision in regard to the request within 45 days of the date it considers the request. The Library Board's decision shall be considered a final agency decision.

In a case where an individual has been indefinitely barred from the library, or barred for a period of one year or more, and had an initial request for reinstatement denied by the Library Board or the Executive Director, the individual may reapply for consideration of reinstatement after the passage of 120 days from any decision denying reinstatement.

In a case where a patron has been barred for less than one year and had an initial request for reinstatement denied by either the Executive Director or the Library Board, the individual may reapply for consideration of reinstatement to the Library Board after the passage of 30 days subsequent to the initial denial.

Final decisions regarding barring from library premises whether by the Executive Director or by the Library Board, may be appealed pursuant to the Wyoming Administrative Procedures Act, within 30 days of the execution of the respective decision.