

## **CODE OF CONDUCT**

**PATRON RESPONSIBILITIES AND CODE OF CONDUCT** In order to make your visit pleasant, please abide by the following: Patron Responsibilities: While in the Library, it is the patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and privileges and those of other patrons. If a patron creates a public nuisance, that patron may be restricted from the Library and the use of its facilities for the rest of that day, and if severity warrants, a longer period may be involved. Those who are unwilling to leave or don't leave within a reasonable amount of time after being instructed to do so by the staff will be subject to the Law. Disruptive behavior includes (but is not limited to) swearing, shouting, screaming, running, throwing things, pushing and shoving, or anything that seriously disturbs other patrons or offers potential danger or damage to persons or library property.

### **Children**

The Philipsburg Public Library encourages visits by young children. It is the Library staffs desire to make the Library memorable and enjoyable for all. However, staff does not take responsibility for the care of unsupervised children in the Library. If a young child is causing a problem or is left at close, an attempt will be made by staff to reach a guardian or parent by phone. If contact cannot be made, the Sheriff's office will be contacted.

### **Library Rules**

There are some rules that will help to make the library a safe and hospitable environment:

- Smoking or use of smokeless tobacco, including E-cigarettes, is prohibited within the library or by the outside entrances.
- No weapons or threatening objects will be allowed in the Library. A warning to leave will be issued, and the Sheriff will be called to assist with any suspected offence.
- Sexual misconduct, such as exposure, offensive touching or sexual harassment of other patrons or staff will not be tolerated, and the Sheriff will be called to assist with any suspected offense immediately.
- Use of illegal substances is prohibited within the library.
- Engaging in any activity prohibited by law or any other conduct that unreasonably interferes with another's use of the Library including physical or verbal harassment or threats to other patrons or staff will not be tolerated. This includes misuse of the Internet. [See Internet Usage Policy]

### **CELL PHONE POLICY**

Phone Courtesy

Polite phone use permitted Silent ringers

Soft voices

Short conversations

### **PET POLICY**

All animals other than guide dogs or other assistive animals are not permitted except as authorized by the Library. If animals are restrained outside, it must be away from the entrances and bike rack in such a way as not to pose an inconvenience or danger to other library patrons.