

## Patron Code of Conduct Policy

Rawlins Municipal Library patrons are expected to use the library, including its facilities, grounds, resources, and materials in a responsible, appropriate, and courteous manner. Illegal acts or conduct in violation of federal, state, or local laws, ordinances, or regulations are prohibited. Behavior that disturbs or infringes on the rights of other library patrons, staff, or volunteers, or which damages library materials and/or property is not permitted. The Library reserves the right to remove a patron from the Library premises as well as revoke his/her library privileges if patron fails to comply with policy guidelines. City of Pierre Police Department will be notified in the case of non-compliance. This policy applies to patrons of all ages.

Rawlins Municipal Library will follow and enforce the City of Pierre Police Department Morals and Conduct Public Order Laws which are attached to this policy.

### Noncompliance of the Patron Code of Conduct Policy:

- Failure to comply with this policy and/or the library's established rules, regulations, and procedures will result in a warning and may also result in exclusion from the library for the day or for a specified period of time or permanently, and/or arrest.
- Library staff and volunteers will not hesitate to call the City of Pierre Police Department if they feel there is an imminent danger to patrons, staff, or the library facilities.
- Any person who is asked to leave the library as a result of violating these guidelines and refuses to do so shall be considered trespassing. The library staff will contact the city of Pierre Police Department in all cases.

- Individuals banned from the Library will be asked to sign a Behavioral Policy Agreement before Library privileges are reinstated.
- In the case of unacceptable behavior by minor children, parents or guardians will be notified.
- Individuals who repeatedly call the library asking to have patrons paged should be gently reminded that the library's phone is a business phone and ask that they limit paging requests.
- Any patron whose privileges have been denied by library staff may appeal the decision to the Rawlins Municipal Library Board of Trustees within thirty (30) days of the decision.

Approved by Rawlins Municipal Library Board of Trustees:

June 22, 2015

Revised policy approved by Rawlins Municipal Library Board of Trustees: October 29, 2018

Revised policy approved by Rawlins Municipal Library Board of Trustees: April 25, 2022