

THE RAMSEY FREE PUBLIC LIBRARY PATRON CODE OF CONDUCT

The Ramsey Free Public Library welcomes the community to the library for reading, studying, using library materials and services, participating in library events, and conducting other customary library business. The library strives to create a welcoming environment conducive to the safe and orderly use of the facility and requests the cooperation of patrons in refraining from behavior that disrupts library services. Parents or guardians, not library staff, are responsible for the safety, care, and supervision of their children or adults with special needs at the library.

To allow all patrons of the Ramsey Free Public Library to use its facilities to the fullest extent during regularly scheduled hours, the Library Board of Trustees has adopted the following rules and regulations:

PATRONS SHALL:

- Engage in activities associated with the use of a public library.
 - Patrons not reading, studying, attending programs or using library materials or services may be required to leave the building.
- Respect the rights of other patrons.
- Use their cell phone and electronic devices responsibly.
 - Library requires all individuals to set their cell phone ringers to a non-audible (vibrate) mode upon entering the library. In order to make or receive calls, the patron must go to the lobby areas or outside the library and keep voices at a reasonable level so as not to disturb other patrons.
- Respect the rules of the Quiet Reading Room.
 - Patrons should silence electronic devices and refrain from conversation or other loud actions.

PATRONS SHALL NOT:

- Smoke or use tobacco, tobacco products or vaping.
- Carry a weapon into the library unless by law enforcement officers or other lawfully permitted individuals
- Be under the influence of alcohol or drugs.
- Engage in any illegal activity while in the library building.
- Leave a child under the age of ten (10) unattended in the library without supervision. See our Safe Child Policy.
- Use library staff phones. Phones are not available to the public, unless in emergency circumstances and with permission from a library staff member.
- Interfere with the use of the library by other patrons, or interfere with library employees' performance of their duties, including talking loudly, engaging in disruptive behavior, such as argumentative behavior with other patrons or staff, especially the use of loud, obscene or abusive language.
- Use obscene, discriminatory or demographically offensive language, such as determined by the Library staff at their discretion.
- Engage in any behavior perceived by staff or another patron as sexual harassment, invasion of privacy, by behaving in a manner which reasonably can be expected to disturb other patrons, or other unwanted attention.
- Deface, damage or steal library materials, equipment or property.
- Sell or solicit donations, contributions or signatures, except for not for profit organizations in partnership with and having the permission of library administration.
- Distribute or post unapproved or inappropriate material anywhere in the Library or on Library property, including but not limited to materials that are commercial in nature, support of a candidate/candidate's political election campaign(s), lewd, vulgar, pornographic, obscene, discriminatory, or otherwise violate municipal, state and/or federal law and are not considered protected expression under state and/or federal law.
- Enter the building without proper attire, including but not limited to being without shoes and/or shirt.

- Not maintaining an acceptable standard of personal hygiene, e.g. infected clothing or personal effects or unpleasant body odor that may disrupt other users or employees of the library may be required to leave the building.
- Run, skateboard, or other similar activities in the library.
- Use cell phones and other electronic devices in a manner that disturbs other patrons.
- Sleep in the library.

- Bring pets or animals into the library.
 - Other than animals recognized as service animals under Titles I and II of the ADA or animals participating in a special library event. Service animals must be housebroken and kept under control by their handler.
- Capture and /or transmit the following using a cell phone or any other electronic device without permission:
 - Pictures of other patrons or library personnel and material
 - Videos of other patrons or library personnel and material
 - Audio recordings of other patrons or library personnel and material

Food and Drinks

Covered beverages are permitted throughout the library, except when using the library's public computers. Small snacks are permitted ONLY in the Teen Room or Children's Room in order to help the library maintain cleanliness. Foods that emit an aroma, like pizza and other hot foods, are strictly prohibited. All foods are prohibited in other areas of the library.

Each patron shall be responsible for any fines, fees or other charges due in accordance with the library's standard schedules. Failure to pay these fines will result in the suspension of borrowing privileges. Any materials removed from the library must be checked out on a valid library card or through other standard library procedures such as inter-library loan.

Authority of Library Staff

- Any staff may notify the Ramsey Police Department or call 911, as appropriate or necessary in a given situation
- The library is not responsible for personal items lost, stolen, or damaged on library premises.
- The library reserves the right to inspect any package(s), bag(s), and other personal property of any staff member, or visitor to the library at any time, upon entering or departing the library or while in the library or on library premises, in order to ensure compliance with these standards.

Enforcement/Implementation

- Any patron not abiding by these or other rules and regulations of the library may be required to leave the library premises.
- Repeated violations of library rules, or severe infractions of library rules, may result in the suspension of library privileges for a period of one (1) week, one (1) month or permanent suspension of borrowing and visiting privileges as recommended by the Library Director and implemented by the Library Board of Trustees.
- Library employees may contact the Ramsey Police if deemed advisable.
- A patron whose privileges have been denied may have the decision reviewed by the Board of Trustees.

Revised and adopted by the Ramsey Library Board of Trustees on Monday, November 18th, 2019.