



Policy 4.1

Basic Rule of Conduct

Adopted by Library Board of Trustees: 2/28/08

Revised: 1/26/12; 3/27/14; 3/26/15

1. **Basic Rule.** North Olympic Library System is committed to providing library visitors with quality service in a safe and pleasant atmosphere. The “basic rule” of customer conduct, therefore, is that library visitors are expected to refrain from any conduct that interferes with the business of the library, unduly disrupts the library activities of other visitors, or creates a risk to public health or safety.
2. **Enforcement.** This basic rule of conduct will be enforced in a firm, fair, and consistent manner.

Library visitors who fail to observe this basic rule:

- will be asked to discontinue the unacceptable behavior;
- may be asked to leave the library for a period of up to one (1) week.

At the discretion of the Library Director, a longer suspension of access to library premises, and/or an extension of the access ban to other library branches, may be imposed.

Law enforcement may be called to support library staff in resolving a disruptive situation if:

- criminal activity is involved or suspected;
- the disruption is severe;
- the disruptive behavior continues or repeats after warnings;
- the disruptive person fails to leave when asked, or creates additional disturbance while leaving;
- a criminal trespass procedure must be invoked to enforce a library use suspension.

The Library Director is responsible for administering this policy.

Policy 4.1 Enforcement Guidelines.

The following guidelines are provided to assist staff and patrons in identifying and addressing behaviors that have been previously determined to be unacceptable under the Basic Rule of Conduct defined in Policy 4.1. These operational guidelines may be revised from time to time at the discretion of the Library Director.

Conduct which has been specifically identified as unacceptable under Policy 4.1 includes, but is not limited to, the following:

- Criminal activity
- Failure to observe Library policies and guidelines
- Damage, destruction, or theft of library or customer property
- Creation of disruptively loud noises
- Loud conversations, including loud cell phone conversations
- Audible profane language
- Disruptive, aggressive, or violent behavior
- Computer viewing or printing of illegal materials
- Computer viewing or printing of materials that unduly disrupt library use by others
- Creation or emanation of any odor that can be detected from six feet away
- Sexual misconduct (such as exposure, offensive touching, or sexual harassment of patrons or staff)
- Evidence or strong indication that an individual's presence in the library creates a risk to public health or safety
- Sleeping in the library
- Camping on library property
- Bathing, shaving, or washing clothes or personal possessions in restrooms
- Consumption of alcohol, marijuana, or any controlled substance on library property
- Panhandling, or busking for payment on Library property