

Bogota Public Library: Code of Conduct

The Library welcomes and supports the Bogota community by providing information, education, and cultural resources in a safe and pleasant environment, conducive to reading and learning. The Library building and grounds, resources and equipment may not be used to participate in any illegal or prohibited activity. Patrons shall not violate any Federal, State, County, or local statute or ordinance.

To maintain personal safety, please do not

1. Leave a child unattended at the Library. Please refer to the unattended child policy.
2. Request staff to protect or monitor children, adults needing care or personal belongings.
3. Film, photograph or interview patrons within the Library, unless approved by the Library Director.
4. Smoke, strike matches or light lighters within fifty (50) feet of the Library building.
5. Possess, sell, distribute, consume, or be under the influence of alcoholic beverages or controlled substances.
6. Bring animals into the Library, except service animals to assist patrons with disabilities, or animals that are part of an approved Library sponsored program.
7. Wear inappropriate attire. (Shirt and shoes are required.)
8. Skateboard or ride bicycles on the walkways around the building.

To preserve a peaceful and pleasant environment, please do not

1. Harass and/or act abusively, in any manner, towards other Library patrons or staff.
2. Panhandle or solicit.
3. Carry a weapon into the Library, unless authorized by law.
4. Engage in disruptive conduct including loud talking, rude **and offensive** language, making noise, running, pushing, fighting, or inappropriate, and/or lewd conduct.
5. Interfere with another person's use of the Library facilities, materials or services or with the Library personnel's performance of their duties.
6. Talk on cell phones inside the building (silent mode non-talking and texting are permitted).
7. Play audio equipment so that others can hear it.
8. Engage in any other activities that are inconsistent with those activities normally associated with the use of public library facilities, such as reading, studying, and using Library materials and services.

To protect our facility and holdings, please do not

1. Steal, damage, deface, destroy or vandalize Library materials, premises or equipment.
2. Misuse the restrooms, (e.g. as a laundry or bathing facility).
3. Use fire exits, except in an emergency.
4. Open / close windows.
5. Move or misuse furniture, e.g. sitting on tables or putting feet on chairs.
6. Enter non-public areas without permission.
7. Eat or drink when sitting or standing by the computers. Food and drink are permitted in the Library at the discretion of Library staff. Staff reserves the right to ask anyone to refrain from eating in the Library if they observe a pattern of abuse such as not cleaning up after themselves.
8. Place bicycles anywhere on the Library property other than the bicycle rack.
9. Bring hoverboards inside the Library.

10. Vandalize cars and/or other real or personal property/items anywhere else on Library property, including the building and/or grounds.

Library patrons of any age violating any of these rules are subject to immediate loss of Library privileges (including but not limited to loss of access to the Library building or to public computers for a specified period of time) and/or legal proceedings, which may include police intervention and arrest. Longer term loss (suspension or revocation) of Library privileges shall be determined by the Library Director through a written notice, to be delivered in person within the Library and/or sent by certified mail to the patron's last known address.

Patrons who wish to appeal their loss of privileges may submit a written letter of appeal to the Library Director within ten (10) days of the Director's notice. Written appeals shall be promptly forwarded to the President of the Bogota Library Board of Trustees, who will convene a committee and make a determination within thirty (30) days. The decision of the President's Committee is final.

The Director may make additions these rules with Library Board ratification taken at the next scheduled Library Board meeting.