

Shaler North Hills Library Code of Conduct (approved 2/18, updated 2/26)

Welcome to the Shaler North Hills Library (SNHL)! We hope your visit to SNHL is positive! Please follow these basic rules of courtesy and responsibility during your visit. Thank you.

Respect the rights of Library staff, volunteers and patrons by:

- Observing this *Code of Conduct*;
- Avoiding behavior that disrupts the work of staff and patrons;
- Cooperating with and being respectful of, Library staff, who interpret and apply this *Code of Conduct*;
- Not entering designated staff or prohibited spaces;
- Providing proper supervision of children and/or vulnerable people in your care;
- Respecting the use of designated areas;
- Observing all federal, state, and local laws.

For the comfort and safety of patrons, volunteers and staff, and the protection of Library property, we have outlined examples of conduct that are not permitted:

- Engaging in conduct that is abusive, harassing, or significantly disruptive to others;
- Using obscene/abusive language;
- Sexually threatening or harassing other patrons, volunteers, or staff, including, but not limited to, stalking, staring, lurking, offensive touching, and obscene acts such as sex acts or indecent exposure;
- Physically threatening or harassing other patrons, volunteers, or staff, including fighting/throwing things;
- Leaving children or vulnerable people unattended;
- Failing to follow designated operating hours;
- Leaving children, teens or vulnerable people at the library after operating hours;
- Using Library computers and personal devices in violation of the SNHL **Internet Use Policy**;
- Tampering with or damaging Library materials, equipment, furniture;
- Failing to clean up after food/drink consumption. Food/drink consumption is limited to a small snack and drink with lid;
- Bringing animals, other than service animals, into the Library;
- Smoking, chewing tobacco, or using electronic cigarettes or any other tobacco product in the Library;
- Being under the influence of alcohol and/or illegal drugs;
- Consuming, selling, distributing alcohol and/or illegal drugs;
- Being barefoot, shirtless, or otherwise attired so as to be disruptive to the Library environment;
- Soliciting.

The Library reserves the right to designate areas for certain services and/or functions, such as the Children, Teen Departments and meeting rooms.

Library staff and/or local law enforcement will intervene to stop prohibited activities and behavior. Failure to comply with the established policies may result in a verbal warning, removal from the premises and/or the immediate suspension of library privileges. Determination will be made by the Library Director and SNHL Board of Directors in consultation, as needed, with staff, law enforcement, township or school officials. Patron may be notified in writing.