

Revised and approved October 9, 2023

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Code of Conduct Policy

Purpose:

In an effort to provide a comfortable and safe environment for all Library patrons, staff, volunteers and the protection of Library property, the Board of Trustees of the Franklin County Library District/Larsen-Sant Library has established a Library Code of Conduct. This Policy is designed to provide clear and reasonable guidelines governing acceptable behavior within the Library and on the premises.

Users of the library are expected to adhere to existing copyright, patent, trademark or other existing intellectual property laws when using library equipment or wireless internet.

Unattended Youth:

Youth are encouraged to use the Library's resources and services, to enjoy the Library as a place of study and inquiry, and to participate in the Library's programs. The Library encourages parents, guardians, and caregivers to use the Library with their youth.

Children eight and under, or vulnerable people of any age, must be accompanied at all times by a responsible party.

Disruptive youth may be asked to disperse or leave the Library at the library staff's discretion. Parents are responsible for the behavior of their youth, and guardians and caregivers are responsible for the behavior of the youth in their care, whether or not they are present.

The Library is not responsible for the safety or security of youth left unattended. Any youth not able to travel alone must be picked up prior to closing. If it is determined that a youth is lost or left unattended, every reasonable attempt will be made to identify and locate the parents or responsible adult. If an unattended youth remains at the library after closing time, the proper authorities may be notified.

Unacceptable Behavior:

Unacceptable behavior is defined as any conduct which is (a) a disruption to the orderly and efficient administration of the Library's business; (b) a disruption to others using the Library; (c) a threat to the security of the Library's property; or (d) a danger to any person.

Unacceptable behavior includes, but is not limited to:

1. Any activity in violation of federal or state law. Being under the influence of alcohol or illegal drugs. Possession or consumption of alcohol on Library grounds. Smoking, including electronic cigarettes, in the building or within 20 feet away from entrances and exits per Idaho Code 39-5503 and Idaho code 39-5502.
2. Defacing or otherwise damaging library property, including hacking computers, or removing library materials from the building without checking them out.
3. Eating or drinking except in designated staff work areas and community room.
4. Verbally or physically threatening or harassing staff, other visitors, volunteers, including stalking, staring, touching, intimidating, or using offensive language. Threatening gestures or unwanted physical contact or lewd behavior. Running, pushing, shoving, or throwing objects.
5. Using cell phones in a manner that disturbs other visitors. Behave in a disorderly, loud, or boisterous manner that is disturbing to others.
6. Using recreational wheeled devices such as skateboards.
7. Entering the library barefooted, without a shirt, with offensive body odor or personal hygiene, so as to be disruptive to the library environment.
8. Bringing pets or animals, other than legally defined service animals, into the library,
9. The possession of a firearm or deadly weapon ([as defined by Idaho Code \(link is external\)](#)) on library property is prohibited unless expressly permitted by law.
10. Any attempts to solicit funds or panhandle. Campaign, petition, interview or survey patrons or staff in a manner that is disruptive to Library activities.
11. Use of Library's telephone for extended period of time.
12. Sexual harassment, defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, will not be tolerated.
13. Lewd or obscene conduct, or sexual misconduct, is prohibited.

Library staff will intervene to stop prohibited activities and behaviors and will involve law enforcement as appropriate. Anyone who violates any of these guidelines will be promptly notified of the infraction and will be given notice of this policy. A violation may result in expulsion from the Library, suspension of library privileges, or criminal prosecution, or other legal action, as appropriate.

Enforcement of these rules for persons may take the form of any of the following actions, depending on the severity of the misconduct that will be determined by the staff on duty at the time, these disciplinary procedures are merely guidelines. They are not listed in any particular order and there is no requirement that any particular disciplinary action precede any other action. The Library may choose to implement any of the procedures listed, including immediate banishment from the premises, at any time, depending on the seriousness of the violation.

Infractions of Library Policies:

1. In the case of a minor disruption, the patron receives two warnings. At the third offense, the patron must leave the library for the rest of the day.
2. In the case of any misconduct that, in the judgment of a staff member, is extreme, the offender may receive only one warning, be ordered to leave the building immediately, or the police may be called as appropriate.
3. The Board of Trustees of the Franklin County Library District delegates to the Director the authority to enforce the Code of Conduct, including the authority to suspend the library privileges of individuals who violate the policy.
 - a. Such limitation or revocation shall be in writing and shall be effective upon being sent to the patron's address on file with the Library. A patron whose privilege(s) has been limited or revoked may appeal the limitation or revocation of the privilege(s) by filing a written appeal with the Director within ten (10) days from the date of the issuance of the written revocation.
 - b. Patrons have the right to request a Board review of any suspension that exceeds thirty days. The Board of Trustees decision is final.
 - c. Repeated offenses by a minor will result in notification of the parent/guardian.
 - d. The patron whose privilege(s) has been limited or revoked shall attend a meeting with the Director to review this Code of Conduct policy before his privilege(s) may be reinstated.

Exceptions to the above may be authorized by the Library Director
