



## **Patron Code of Conduct**

Board approved: 6/2022

### **Introduction**

The Granville Public Library's code of conduct is intended to ensure a welcoming and safe environment for everyone who wishes to use library resources. Establishing standards of acceptable behavior is necessary to:

- Protect the rights of individuals to use library property, materials, and services.
- Protect the rights of library employees to conduct library business without interference.
- Ensure the safety of library patrons, employees, and volunteers.
- Preserve and protect library resources, facilities, and property.

Behavior becomes unacceptable when it impinges on the rights of others, when it could result in injury to oneself or others, or when it could result in damage to library resources or facilities. The library reserves the right to require anyone engaging in disruptive behavior to leave the premises. Serious or repeated misconduct may result in the restriction or revocation of library privileges.

### **How to enjoy the Granville Public Library**

#### ***Respect the library and respect each other.***

Please use polite language and respectful behavior when visiting our building or attending one of our outreach programs in the community and surrounding areas.

#### ***Enjoy our facilities.***

The collections, meeting spaces, and study areas are here for you to use. Please remember that all of these are shared spaces. Quiet study spaces can be found throughout the library, and meeting rooms for community groups are available by reservation. Make sure that however you chose to enjoy the library, you are respectful of others and of library property.

***Listen and learn at a reasonable volume.***

Conversations or activities should not disturb other patrons or library staff. Please silence your phone and keep conversations short. If you are using a patron computer or personal device, use headphones and keep the volume at a level that cannot be heard by others.

***Bring your children to the library and keep them with you.***

Parents or caregivers are responsible for the safety and behavior of their children.

***Use the internet appropriately.***

While using the Internet, make sure your research remains within the bounds of what is legal and appropriate for viewing in a public area. You must read and agree to the internet access policy before using a library computer.

***Snack and drink with care***

Beverages and small snacks are permitted everywhere but at our computers. Please make sure to clean up completely before you leave.

***Keep your belongings with you.***

Do not leave personal belongings unattended. Staff may move belongings which have been left unattended. Staff cannot be responsible for watching your items for you.

***Share furniture and equipment appropriately.***

Please do not monopolize or obstruct space, seating, tables, or equipment to the exclusion of others. The library may limit the number of people who may sit together at a table if the group is disturbing others. There is a limit of one person per chair.

***Petition outside.***

Petitioners may not enter the library proper, block building entrances or exits, interfere with library patrons' use of the library, or otherwise impede access. Library property extends to the benches facing East Broadway.

***Ask for assistance.***

Tell a staff member if you have a concern about the building or another patron. Please allow library staff to address these situations. We will do our best to come to a quick resolution.

**The following activities are prohibited on library property:**

- The possession of a firearm or weapon
- The possession, consumption, or sale of illegal substances or alcohol
- The use of tobacco products or electronic substitutes
- Fighting, hitting, or physical or verbal abuse
- Harassment
- Gambling, buying, selling, or soliciting for personal or commercial gain
- Any illegal activity

*\*Please note this list is not exhaustive.\**

We want everyone to enjoy their time at the library. Failure to comply with the Patron Code of Conduct may result in responses including, but not limited to, removal from library premises and the restriction of library privileges. In the case of serious or repeated violations of this policy, the library director reserves the right to prohibit library access.

*Thank you for helping to keep Granville Public Library a safe and welcoming place for our community.*