

# Crook County Library

## Code of Conduct

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*Last updated by the Library Board of Trustees on March 18, 2022*

We want to make sure that our libraries are safe and welcoming environments for everyone. To do this, we ask that you please follow these few rules while using the library.

### General Rules

When anywhere on library property, please abide by the following rules:

- Obey local, state, and federal laws.
- Treat other patrons, staff, and animals respectfully.
- Do not engage in misconduct toward other patrons or library staff. Misconduct is defined as behaviors that are illegal, threaten the safe and comfortable environment of the library, or disrupt the safety and comfort of those using or working in the library.
  - Misconduct includes harassment or other actions that produce psychological or physical discomfort, and/or feelings of embarrassment, ridicule, intimidation, or hostility.
- The library and its grounds are smoke, vape, and tobacco-free spaces as defined by Crook County Ordinance No. 279.
- Be respectful of library property; pick up your trash.
- Attend or secure your belongings, as we are not responsible for theft or damage that may occur while you're on library property.
- For their care and safety, ensure that children age 9 or under are supervised by a caregiver who is age 13 or older. If your child is age 6 or under, they must stay in the same room/area as you. We are not trained or licensed as child care providers. If a responsible caregiver cannot be found, in some circumstances law enforcement may be notified.
- Notify nearby people if you plan to photograph or film while on library property and follow all applicable laws about recording. Commercial photography or filming requires approval from the Library Director or designee unless it's part of a third-party event in the Broughton or Juniper Rooms.
- Keep your animals leashed or otherwise under control, clean up after them, and do not leave them unattended if they are aggressive or distressed by separation. We may call law enforcement if an animal is locked in a hot vehicle and the owner cannot be found.
- Refrain from using skates, skateboards, scooters, or bicycles.
- Do not solicit, advocate, or distribute materials unless in meetings rooms or on sidewalks and bulletin boards, except when permitted as part of a library program or approved partnership.
- Keep paths, streets, sidewalks, aisles, and building entrances clear for use.
- Do not start fires or set off explosives or fireworks, unless permitted as part of a library program.
- Do not sleep, appear to sleep, or camp.
- The library and its grounds is a smoke-free campus. Do not smoke, vape, or use tobacco or marijuana products.
- Do not consume or be under the influence of alcohol or other controlled substances.

## Building Rules

When in the library building, we request that you please follow some additional rules:

- Wear appropriate clothing, including shoes.
- Enjoy your drinks in covered containers, clean up all food and drink trash, and refrain from eating food around library computers.
- Keep your conversations at a volume that does not disturb others.
- Use headphones with your personal electronic devices.
- Observe a phone call-free zone at the service desk.
- Feel free to bring in your service animals, but keep other animals outside unless permitted as part of a program sponsored by the Library, County, or County-affiliated group.
- Do not bring any controlled substances into the library.
- Browse wherever you'd like but reserve the children's room for children and their caregivers or tutors and the Teen Room for those ages 11-18 and their caregivers or tutors.
- Store bicycles and other large, unattended items outside.
- Per ORS 166.370, leave guns and other weapons outside unless you hold a valid Concealed Handgun License (CHL) or have a legal exception due to your profession. While not specifically required by Oregon law, the library respectfully requests that CHL holders conceal their firearms.
- Do not run.
- Do not disturb other library patrons or staff through extremely strong odor or poor personal hygiene.

## Consequences of Violations

Violations of the Code of Conduct will be handled in accordance with our Use Restrictions Policy and relevant local, state, and federal laws. We reserve the right to eject or suspend or revoke privileges of those individuals who violate our rules. In addition to the sanctions we impose, further sanctions may be pursued as determined by law or after a case-by-case review.