

RULES OF CONDUCT

The following behaviors are **NOT** permitted in the building:

- Electronic devices, radios, televisions, etc. which produce audible sound need to be turned off or muted. The Library asks patrons to turn off or mute cell phones while in the Library. Long cell phone conversations **MAY** only be used in the lobbies or outside of the building.
- Using tobacco products (**on premises**)
- Drunk or disorderly conduct
- Drug use
- Consumption of food or beverages allowed in the designated areas during programs
- Loitering
- Soliciting
- Sleeping
- Misusing the restroom (i.e., using as a laundry or bathing facility)
- Bringing pets (except official service animals participating in library programs) into the building
- Physically or verbally harassing library staff
- Leaving a child under the age of eleven (11) unattended
- Entering with bare feet or no shirt
- Placing feet on tables or chairs
- Boisterous Behavior
- Running
- Offensive language
- Displaying excessive physical affection
- Throwing objects
- Loud, inappropriate, or disruptive behavior
- Removing library materials or equipment from the building without following proper checkout procedures
- **Carrying a weapon, unless authorized by law.**

Failure to abide by these rules of conduct or the Library staff's instruction may subject the individual(s) involved to exclusion from the Library premises. An offense under the Texas Penal Code Section 42.01 (items listed below) is a Class C misdemeanor punishable by a fine not to exceed \$500:

- No profane, offensive or abusive language allowed (Texas Penal Code Section 42.01 (1))
- No offensive gesture of display (Texas Penal Code Section 42.01 (2))
- No abuse or threats (Texas Penal Code Section 42.01 (4))

Original: Unknown

Revised: 2016

Reviewed: 2017, 2024

Approved by the Library Board of Trustees

PATRON BEHAVIOR POLICY

The Nicholas P. Sims Library offers an open and welcome climate for citizens of all ages in the provision of library services and materials. Rules of conduct are designed to facilitate the Library's mission and to ensure an environment conducive to proper library use. The purpose of this policy is to ensure that all patrons of the Library have fair and equal access to and use of the Library facility and materials.

The following rules will be enforced in a neutral and nondiscriminatory manner. Library staff will remind patrons of the rules, when necessary. The Library reserves the right to expel individuals not abiding by the rules. In extreme cases, the Library Director may bar individuals from the Library for longer periods of time.

1. Library patrons and Library staff shall be treated with respect and courtesy. Use of profane, obscene, threatening or injurious language or gestures directed at another person or engaging in any form of harassment or threatening behavior, such as staring, stalking, offensive touching, obscene or indecent acts, etc. is not allowed in the Library or on Library property.
2. Food items and drinks are allowed in the Library, however drinks must have lids and if there is a spill it must be cleaned up immediately. Consumption of alcoholic beverages is not allowed unless it is during an approved and properly secured event after hours.
3. Use of tobacco products is not allowed in the Library without exception. (This includes vapes and other forms of electronic cigarettes.)
4. Library patrons can assist the Library in the provision of quality service by refraining from loud and boisterous conduct. Parents are responsible for the behavior and noise of their children and may be asked to take disruptive children out of the Library.
5. Use of cell phone and audio devices for long or loud conversations are limited to the lobby areas. Devices need to be muted when in the library.
6. Solicitation, panhandling, sales, etc. are not allowed in the Library or on the Library property. The Board of Directors may make exceptions to this policy for programs that benefit the Library in providing materials and services.
7. The Library strives to provide a clean, comfortable and inviting environment for Library patrons. For this reason, abuse, vandalism or theft of Library property, vandalism of the exterior of the Library, and vandalism of vehicles in the Library parking lots will not be tolerated, and the Waxahachie Police will be notified.

8. Only service animals assisting people with disabilities or animals participating in a Library program will be allowed in the Library.
9. The Library is concerned about the safety of both patrons and Library staff. Behaviors and actions that endanger the public and staff are not allowed in the Library, or on the Library premises. These include, but are not confined to, use of skateboards and roller skates, as well as other behaviors such as running, climbing on the shelving, or any other actions that endanger patrons and staff.
10. Appropriate footwear and shirts are required for all patrons.
11. Body hygiene, perfumes or chemicals that are offensive so as to constitute a nuisance to patrons or staff are not allowed.

INFRACTION GUIDELINES:

1. All Library staff have the authority to implement approved enforcement guidelines fairly and consistently.
2. The Director or designated staff will review all incidents.
3. Modifications to these listed guidelines require the approval of the Director before modified actions may be taken.
4. All incidents will be documented and placed in a confidential file.
5. All incidents regarding minors will involve a copy of the incident report mailed to a parent/guardian and phone contact made by the Director or designated staff to the parent/guardian.
6. Staff implementing suspension is responsible for ensuring that necessary parties are notified and that suspension information is entered into the appropriate system.
7. Patrons and parents of minors will reserve the right to discuss incidents and implemented enforcement guidelines with staff. However, after review, the Director's (or other designated staff) decision is final.

8. Children under the age of 13 are not safe when left unattended inside or outside the library. If a parent or other responsible adult cannot be located in a reasonable time, unattended children will be placed in the care of the Waxahachie Police. Under no circumstances will Library staff escort a child off Library property or transport children to another location.

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