
	LIBRARY DISTRICT POLICIES AND PROCEDURES		
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I. PURPOSE

- A. The Yavapai County Free Library District is supported by the taxes of the citizens of Yavapai County who have a right to expect each of its facilities to be clean, pleasant, and safe places. This Code of Conduct is intended to provide library patrons with a safe library environment that contributes to the use and enjoyment of library materials and services.

II. POLICY

- A. The Yavapai County Free Library District shall abide by all state and federal laws and local ordinances regarding public behavior.
- B. Patrons shall be engaged in activities associated with the use of a public library while on library property. Patrons not engaged in library activity or exhibiting behavior or actions deemed inappropriate by library personnel will be asked to leave the premises.
- C. Library personnel may request the inspection of personal belongings in order to prevent unauthorized removal of library materials. Law enforcement personnel may be called to assist, and each library location shall have a sign that notifies the public that all bags and persons are subject to search.
- D. Parents and guardians are responsible for the conduct and safety of persons under their care in accordance with this policy and the Unattended Children or Vulnerable Adult Policy.
- E. The following activities are prohibited anywhere on library property:
1. Actions or behaviors that interfere with the operations of the library.
 2. Refusal to follow the reasonable direction of library personnel.
 3. Illegal activity.
 4. Possessing, consuming, or being under the influence of alcohol or illegal drugs.
 5. Violation of an active trespass warrant or remaining on library property after being asked to leave.
 6. Disturbing, annoying, or harassing behavior to patrons or library personnel, including, but not limited to, following or stalking, prolonged staring or staring fixedly, or leering.
 7. Verbal or physical abuse of patrons or library personnel.
 8. Loud, boisterous, disruptive, or any other behavior that can reasonably be expected to disturb others, including, but not limited to, throwing objects, skateboarding or other comparable wheeled devices, and excessive noise such as loud talking, yelling,


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and use of electronic devices such as cell phones, computers, tablets, etc. without consideration of patrons and library personnel.

9. Bringing animals into the library not in accordance with the Animals in the Library Policy.
10. Destroying, damaging, defacing, or illegally/improperly removing library materials or property.
11. Abusing, vandalizing, or misusing library property, including, but not limited to, placing feet or shoes on furniture.
12. Sexual or lewd activity.
13. Drinking beverages or eating food at library computer stations or any other areas library personnel designate as not allowing beverages or food.
14. Inappropriate attire and hygiene, patrons must be fully clothed with shoes on at all times.
15. Unauthorized selling, soliciting, or petitioning of patrons or library personnel.
16. Loitering.
17. Misuse of computers or violating Internet/Computer/Wireless Use Policy.
18. Smoking, including, but not limited to, smokeless cigarettes or e-cigarettes ("vaping").

III. PROCEDURE

- A. Library personnel is authorized to take action when dealing with violations of this policy, including, but not limited to, warning the patron to stop the behavior, ordering the patron to leave the premises, or calling law enforcement. In determining which action is appropriate, library personnel should consider the nature of the violation, the patron's response to a warning, a pattern of violations, or the seriousness of the violation.
- B. Safety of the public and library personnel is the highest priority. For any potentially dangerous or life threatening situation, call 911 immediately.
- C. Library personnel should be alert to their surroundings at all times and know who is at the library, where they are, and what they are doing.
- D. Law enforcement should be called when patrons fail to respond to a warning, become belligerent or disruptive, or commit illegal acts. Library personnel should make note of the violator's appearance and write down a description with as much detail as possible. Library personnel must not approach or attempt to detain the violator, but should keep track of his or her location, if possible and safe to do so.

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- E. In all situations, patrons should be treated with respect. Library personnel shall be consistent in fairly administering Yavapai County Free Library District policies.
- F. Library personnel will submit a copy of any law enforcement report to their supervisor, if one is available.
- G. Any incident involving an injury to a member of the public requires completion of a Yavapai County Human Resources and Risk Management Incident Report Form. The completed form must be returned to Human Resources and Risk Management within 48 hours of an incident.