



# Libraries

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Effective:	10/2021
Last Approved:	10/2021
Last Revised:	1/2023
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Owner:	<i>Kim Neher</i>
Area:	<i>Public Services</i>
References:	
Applicability:	<i>NCW Libraries Public Services</i>

## Code of Conduct Policy

### Policy:

It is the policy of North Central Washington Libraries to welcome every member of the community to use and enjoy the library system's facilities, collections, programs, and services, and to prohibit patrons from engaging in disruptive behavior when accessing library property, facilities, or services.

### Applicable RCWs:

RCW 27.12.290

### Purpose:

The purpose of this policy is to establish rules of conduct for patrons and define prohibited behaviors that could be expected to interfere with the safe, secure, pleasant and respectful use of District facilities.

These rules of conduct guide staff in maintaining an environment that encourages all patrons to use District facilities in an appropriate and respectful manner. All patrons, regardless of age, are expected to follow the rules of conduct set forth in this policy. These rules of conduct apply everywhere the District provides service, including, but not limited to, on or at all library property, in the community, on the website or social media, and by phone, chat or email. Each patron at or using District facilities is responsible for his/her safety, the safety of children in his or her care, and the security of personal belongings.

### Statement of Policy:

1. Patrons are prohibited from engaging in disruptive behavior when accessing library property, facilities, or services. Disruptive behavior includes any behavior that may unreasonably interfere with any District activities, facilities or other property, or the comfort or safety of library patrons or staff. Whether conduct is deemed unreasonable is to be determined by District staff at their sole discretion.
2. Disobeying the direction of a District staff member or authorized designee when asked to stop a disruptive or prohibited behavior, or when requested to leave for violations of this or other District policies, rules, or regulations may result in a restriction of library privileges.
3. Patrons are required to comply with all current public health mandates, laws, or regulations issued by federal, state, or local authorities, including any public-health related rules adopted by the District.

### The following are non-exclusive examples of conduct not allowed on, at, or using library property:

- Behavior that is unsafe, disruptive, or prohibited by law
- Using hostile, aggressive, or vulgar language or gestures

- Behavior that is likely to cause personal injury to one's self or others
- Carrying, exhibiting, displaying, or drawing a weapon in a manner intended to intimidate another or warranting alarm for the safety of others
- Carrying visible fixed blade paring knives, machetes, and swords
- Consuming alcohol or marijuana on the premises, or being visibly intoxicated or impaired due to alcohol, marijuana, or a controlled substance
- Using library materials, equipment, furniture, building, or grounds in any manner that is inconsistent with normal library use
- Odor on one's person, clothing, or belongings that is so strong as to interfere with others' use and enjoyment of the library
- Wearing insufficient clothing (e.g. no top, no bottom, no shoes) while in the library
- Interfering with staff or library patron access to or exit from library premises
- Soliciting (e.g. sales, canvassing)
- Bringing animals other than service animals into the library - exceptions may be granted for programming purposes
- Using tobacco products or electronic cigarettes in library facilities
- Using electronic devices in a manner that is disruptive to others
- Leaving personal belongings unattended
- Trespassing in non-public areas of the library
- Neglecting to provide proper supervision of children (see Library Policy, Unattended Children)

**The following observable behaviors and activities are prohibited on, at, or using library property by federal, state, local, or other applicable law:**

- Carrying a concealed weapon without a permit
- Carrying a spring blade knife (a knife with a blade that is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement).
- Smoking within 25 feet of a library entrance
- Viewing or printing illegal materials
- Selling or using alcohol or drugs
- Threatening or harassing behavior (e.g., fighting or threatening to fight, brandishing a weapon, stalking, or verbally threatening to harm others or their property)
- Physically or verbally assaulting staff, volunteers, or other library users
- Sexual misconduct or harassment (e.g., exposure, offensive touching, sexual acts)
- Theft of library materials or items belonging to the District or others
- Tagging or other vandalism

**Enforcement**

Authorized library staff, contractors, and/or law enforcement officers may intervene to stop prohibited activities and behaviors. Failure to comply with these rules may result in immediate removal from the premises and/or issuance of a notice of Trespass from Library property for a period of one day up to one year, as provided in policies and procedures issued by the Trustees of North Central Washington Libraries.

A criminal law violation may also result in arrest and prosecution. Violations of law and/or these rules may also result in the restriction and/or termination of library privileges, including the use of mail order services, library computers, and other equipment.

**Administrative Review and Appeal of a Notice of Trespass**

An individual who has received a Notice of Trespass may, within 10 days, request an administrative review of a trespass order.

By the enactment of this policy the Board of Trustees of North Central Washington Libraries is concurrently rescinding any prior policy or procedure within NCW Libraries that is either in conflict with or expansive of the matters addressed in this policy.

## Attachments

No Attachments

## Approval Signatures

Step Description	Approver	Date
	Barbara Walters: Executive Director - NCRL	10/2021
	Tim Dillman	10/2021
	Tim Dillman	10/2021
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## Applicability

NCRL, North Central Regional Library

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