

# BLD Code of Conduct

Welcome to the Benbrook Library District. We ask your cooperation in maintaining an environment conducive to reading and to enjoyable use of the Library for everyone. These rules are posted for the comfort and protection of all who use the Library. Please see the full Code of Conduct under Policies on our website.

## **It is at the full discretion of the staff when conduct is considered unacceptable**

### **Personal Conduct**

- Creating noise that disturbs others, including, but not limited to: excessive talking and/or noise bleed from electronic equipment such as earphones
- Using any tobacco products, such as cigarettes, cigars, vapes, or smokeless tobacco in the library
- Soliciting or loitering on library property
- Sleeping in the library
- Having bodily hygiene that is offensive enough to cause a nuisance to others

### **Disruptive or Illegal Behavior**

- Bringing animals other than working service dogs into the building
- Being in unauthorized areas of the Library, including staff only areas
- Remaining in the Library after closing
- Vandalizing or defacing the Library building, furniture, or equipment, or engaging in behavior that could do so
- Exhibiting disorderly conduct while under the influence of alcohol or other controlled substances
- Creating a disturbance or an environment in which others feel threatened
- Making continual, harassing, unrealistic demands of library staff for any reason, including seeking inappropriate types of assistance with research questions
- Engaging in behavior that disrupts the activities or safety of others, such as physical abuse or assault, and using abusive, insulting, intimidating, or threatening language
- Carrying weapons of any kind unless authorized by law
- Moving library furnishings to inappropriate locations
- Accessing, altering, or damaging any computer system, workstation, network, program, or data without authorization from IT or Library staff
- Engaging in improper acts which are subject to prosecution under the code of law
- Failing to abide by established policies and procedures of the Library

### **Library Materials**

- Removing or attempting to remove Library materials, equipment, or property without authorization
- Concealing materials in the Library for the exclusive use of an individual or group
- Mutilating, defacing, or otherwise damaging library materials by marking, underlining, removing pages or portions of pages, or removing theft detection devices
- Failing to adhere to copyright laws when copying library materials or using the MakerSpace equipment

### **Consequences**

- Once a behavior is observed by staff or patrons, a verbal warning will be issued.
- If the behavior continues, the patron will be asked to leave the property.
- If the behavior is highly disruptive or makes the staff feel unsafe, the police will be called and a criminal trespass warning will be issued