

## SPOKANE COUNTY LIBRARY DISTRICT

### **POLICY: Code of Conduct**

APPROVAL DATE: 5/18/1995

REVISION DATE: 4/18/2017

PREVIOUS POLICY TITLE: Rules of Customer Conduct

#### RELATED POLICIES:

Children's Safety in Libraries

Computer, Wireless Network and Internet Use

Facility Use for Political Purposes

Library Meeting Room Use

#### STATUTORY REFERENCE:

RCW 27.12.270

RCW 27.12.290

#### **Purpose:**

Defines conduct expectations for community members when using Spokane County Library District facilities.

#### **Background:**

Spokane County Library District (District) is supported by the tax paid by District property owners, who expect our facilities to be clean, comfortable and safe places for selecting materials, reading, researching, studying, writing and attending programs and meetings. As part of its normal and regular conduct of its mission, the District is responsible for establishing a code of conduct to protect the rights and safety of library members, volunteers, and staff and for preserving and protecting the District's materials, equipment, facilities and grounds.

#### **POLICY:**

The following observable behaviors and activities are not allowed:

- Any activity that unreasonably interferes with others' use and enjoyment of the library or with the functions of library staff, including but not limited to:
  - Use of hostile, aggressive, or vulgar language or gestures.
  - Loud talking or boisterous physical behavior.
  - Using electronic or communication devices in a manner that is disruptive to others.
  - Wearing insufficient clothing (e.g., no top, no bottom, no shoes) while in the library.
  - Bodily hygiene or scent so offensive as to constitute a nuisance to others.
  - Interfering with staff or library member entrance to, access in, or exit from library premises.
  - Soliciting (e.g., selling or distributing items outside of the meeting room; panhandling).
  - Bringing animals other than service animals into the library, except as authorized by the District's Executive Director.
  - Use of tobacco products and electronic cigarettes in library facilities.
  - Violation of any related District policy.



[www.scl.d.org](http://www.scl.d.org)

Administrative Offices

509.893.8200

fax 509.893.8472

Airway Heights Library

509.893.8250

Argonne Library

509.893.8260

Cheney Library

509.893.8280

Deer Park Library

509.893.8300

Fairfield Library

509.893.8320

Medical Lake Library

509.893.8330

Moran Prairie Library

509.893.8340

North Spokane Library

509.893.8350

Otis Orchards Library

509.893.8390

Spokane Valley Library

509.893.8400

- Using library materials, equipment, fixtures, furniture, buildings or grounds in any manner that:
  - Is inconsistent with normal library uses (e.g., bathing, shaving, washing clothes in the restroom, sleeping or appearing to sleep in the library, parking/storing bicycles inside buildings).
  - Can be expected to damage or alter library property or the property of others.
  - Is likely to cause personal injury to one's self or others (e.g., walking in the library without footwear; skateboarding in the library).
  - Is likely to cause concern for the safety and/or well-being of persons and property (e.g., entering nonpublic areas unaccompanied by an authorized District employee, neglecting to provide proper supervision of children or vulnerable adults, parking overnight in library parking lots, leaving items unattended).
  
- Failing to comply with the direction of a library staff member when asked to stop a prohibited behavior or when excluded from the library for violations of this or any other District policy, rule, or regulation.
  
- Any observable behavior that is prohibited by federal, state, local or other applicable law, including but not limited to:
  - Smoking within 25 feet of a library entrance.
  - Viewing or printing illegal materials (e.g., child pornography).
  - Being under the influence of, appearing to be under the influence of, and/or selling, using or possessing alcohol or controlled substances (as defined in RCW 69.50).
  - Threatening or harassing behavior (e.g., fighting or threatening to fight, brandishing a weapon, stalking, verbally threatening to harm others or their property).
  - Assaulting staff, volunteers, or other library members.
  - Sexual misconduct or harassment (e.g., exposure; offensive touching; sexual acts).
  - Theft of library materials or items belonging to the District or others.

Community members using District libraries located in privately-owned facilities (e.g., shopping malls) may be subject to additional code of conduct rules established by the facility owner(s). These rules are posted at the entrances to the facility or otherwise available from the facility owner(s).

District staff and/or local law enforcement officers may intervene to stop prohibited activities and behaviors. Failure to comply with the District's established policies, rules, and regulations could result in removal from the premises and exclusion from District facilities for a period of 24 hours to one year, or in arrest and prosecution. Violations could also result in the restriction and/or termination of library privileges, including the use of library computers and other equipment.

The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application of this policy and any related procedures. Any appeal of Executive Director' action and/or decision may be made in writing to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.



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