

## SPOKANE COUNTY LIBRARY DISTRICT

### **POLICY: CODE OF CONDUCT**

APPROVAL DATE: May 5, 1995

REVISION DATE: September 19, 2023

#### RELATED POLICIES:

Access to Library Services

Children's Safety in Libraries

Computer, Wireless Network and Internet Use

Facility Use for Political Purposes

Library Meeting Room Use

#### STATUTORY REFERENCES:

RCW 27.12.270

RCW 27.12.290

RCW 69.50

RCW 70.160.075

#### OTHER REFERENCES:

Spokane Regional Health District Board of Health Resolution #16-01

#### **Purpose:**

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

#### **Background:**

Spokane County Library District (District) is supported by 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 virtual or in-person programs and meetings. Furthermore, the District Board of Trustees recognizes that within the District's service area there are individuals and groups with diverse interests, backgrounds, ages, life experiences, and information needs, and that the District was created to serve all people within the communities it serves. 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 customers, volunteers, and staff, and for preserving and protecting the District's materials, equipment, facilities, and grounds.

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 notice and removal from the premises and exclusion from District facilities, or in arrest by law enforcement and prosecution. Violations could also result in notice and restriction and/or termination of access to library services, including the use of library computers and other equipment.

For the purposes of this policy, "library facility" or "facility" refers to all buildings, properties, and vehicles owned and/or managed by the District.

#### **POLICY:**

The following behaviors and activities are not allowed:

- Any activity that unreasonably interferes with others' use and enjoyment of the library facility or with the functions of District staff, including but not limited to:
  - Use of hostile, aggressive, or vulgar language or gestures.
  - Persistent uninvited or unwelcomed conversations with others.
  - Disruptive behavior such as loud noises, loud talking, screaming or boisterous physical behavior.
  - Use of electronic or communication devices in a manner that is disruptive to others.

- Entering or using the library facility attired in a manner that may reasonably affect public health or safety, or is disruptive to the library environment, including being barefoot or without a shirt.
  - Having offensive body odor or personal hygiene so as to unreasonably interfere with other's ability to use the library and its facilities.
  - Consuming any food or beverage that unreasonably interferes with other's ability to use the library facility; or soil, stain or otherwise damage or alter library property or the property of others.
  - Use of chewing tobacco.
  - Interfering with the entrance to, access in, or exit from library facility.
  - Soliciting contributions or donations, or distributing or selling items outside the meeting rooms without prior authorization
  - Bringing animals other than service animals into the library facility, except as authorized by the District's Executive Director.
  - Leaving packages, backpacks, luggage, or any other personal items unattended.
  - Discarding trash or litter other than in a designated receptacle.
  - Entering nonpublic areas or facilities without prior authorization or unaccompanied by an authorized District employee
  - Violation of the District's Computer, Wireless Network and Internet Use policy, including, but not limited to, engaging in illegal activities; accessing, viewing, or printing any illegal, obscene, or sexually explicit material, or engaging in activities that compromise computer, or network security.
  - Violation of any other District policy.
- Using library materials, equipment, fixtures, furniture, facilities, or grounds in any manner that:
    - Is inconsistent with normal library uses (e.g., bathing, shaving, washing clothes in the restroom, camping, sleeping, or appearing to sleep, storing bicycles inside buildings, parking in parking lots for non-library purposes).
    - Is likely to cause concern for the safety and/or well-being of persons and property (e.g. neglecting to provide proper supervision of children (see Children's Safety in Libraries policy) or vulnerable adults, parking overnight in library parking lots, leaving items unattended).
    - Can be reasonably expected to damage or alter library property or the property of others.
- Any observable behavior that is prohibited by federal, state, local or other applicable law, including but not limited to:
    - Vaping or smoking any combustible product that produces vapor, mist, or smoke (including but not limited to tobacco, cigar, hookah, marijuana, and vaping devices) in library facilities or within 25 feet of a library facility entrances, exits, windows that open, and ventilation intakes.
    - 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, marijuana, 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 customers.
    - Sexual misconduct or harassment (e.g., exposure; offensive touching; sexual acts).
    - Theft of library materials or items belonging to the District or others.
    - Noncompliance with a public health order issued by a federal, state, or local public health officer or agency.
- Failing to comply with the direction of a library staff member when asked to stop a prohibited behavior or when excluded from the library facility for violations of this or any other District policy, rule, or regulation.

The District reserves the right to refuse service to individuals who violate the Code of Conduct at library facilities and at events or activities in which the District is participating at third-party locations.

Exclusions of six months or longer require the customer to petition the District in writing for reinstatement of privileges at the conclusion of the exclusion period in accordance with administrative procedure.

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The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will 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.