SPOKANE COUNTY LIBRARY DISTRICT

POLICY: Code of Conduct
APPROVAL DATE: 5/18/1995
REVISION DATE: 6/18/2019

RELATED POLICIES:
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 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 customers, volunteers, and staff, and for preserving and protecting the District’s materials, equipment, facilities and grounds.

POLICY:
The following 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.
  - 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 into the library barefoot or without a shirt, removing one’s footwear or shirt while in the library, or otherwise attired in a manner that may reasonably affect public health or safety, or is disruptive to the library environment.
  - 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 and its facilities; 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 premises.
- 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, 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.
- Violation of any District policy.

- 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, camping, sleeping or appearing to sleep, parking/storing bicycles inside buildings).
  - 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 (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 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.

- 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.

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 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 library privileges, including the use of library computers and other equipment.

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

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.