

Name: Public Code of Conduct and Banning Procedure

Approved: January 28, 2019, by Franklin Public Library Board of Trustees

Policy:

To provide a pleasant and safe environment conducive to study as well as casual use, the Franklin Public Library Board of Trustees adopted this Code of Conduct. All conduct materially disrupting use of Library facilities, collections, or services or behavior defined as unacceptable is prohibited. Staff and Library patrons share responsibilities to ensure this atmosphere is maintained at all times. The following guidelines are set forth to define those behaviors and activities that are and are not allowed on Library property. Patrons are requested to report disruptive behavior to Library staff, rather than correcting others on their own. Library staff will enforce these guidelines in a consistent and impartial manner.

Staff is committed to providing:

- Courteous and knowledgeable assistance.
- Access to Library resources.
- A reasonably quiet environment.
- A clean physical environment.

Library patrons have the obligation to:

- Interact courteously with other users and Library staff.
- Properly check out materials that leave the Library.
- Return books by the due date.
- Keep Library materials clean, unmarked, and intact.
- Follow established computer use guidelines.
- Maintain a quiet environment in study and computer areas, and observe appropriate noise levels in all other areas and at Library programs.
- Maintain a clean environment.

The following behaviors and activities are examples of conduct not allowed on Library property:

- All illegal activities.
- Damaging, defacing, destroying, or stealing Library property.
- Carrying, consuming, and/or being under the influence of drugs or alcohol.
- Harassing or threatening behavior towards another person or staff, which may include unwanted conversations with other individuals, constantly staring at, or following another person without consent.
- Behaving in a disorderly, boisterous, or loud manner.
- Panhandling or soliciting.
- Using Library restroom facilities for inappropriate purposes such as loitering, bathing, etc.
- Prolonged or chronic sleeping.

- Smoking or use of electronic smoking devices.
- Loitering or interfering with free passage into and throughout the Library.
- Personal hygiene which disrupts others from using Library facilities, collections, or services.
- Entering without shoes or shirt and any other manner of dress resulting in indecent exposure.
- Using cell phones, audio, or personal equipment in a manner that disturbs others or interferes with library use and service.
- Using skateboards, scooters, rollerblades, and/or similar toy/sport items on Library property.
- Creating a disruptive atmosphere by allowing unruly children to go unsupervised by the caregiver.
- Violating computer use policies.
- Relocating Library furniture or equipment without the permission of Library staff.
- Bringing in animals except those required by persons with disabilities and protected under the Americans with Disabilities Act.
- Leaving pets unattended on Library property.
- Trespassing on Library property during a banning period.
- Any other behavior deemed inappropriate or a threat to public safety by a Librarian.

Anyone who disregards the above-listed prohibited behaviors is subject to removal from library property and/or restriction of Library privileges. In such cases in which it is deemed necessary to enforce library rules, the police will be called for assistance. Violations of the Franklin Public Library Code of Conduct may also result in a formal banning and/or criminal prosecution.

Franklin Public Library does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or any other protected status under the law, in any of its activities or operations.

Procedure:

Banning process:

- Library staff will first request that a patron immediately discontinue any inappropriate conduct. Failure to comply may result in Library staff calling 911 to seek police assistance in cases where the patron's conduct poses an immediate threat to the peace, safety, health, and welfare of Library staff and patrons.
- Depending upon the nature of the conduct, the patron may be required to leave the Library for the remainder of the day or a longer period of time. The Librarian-in-Charge shall document and report the incident to the Library Director immediately.
- When an individual's inappropriate conduct is serious or repeated, the Library Director will review and make recommendations to the Library Board for duration of ban.
- The individual will be notified of the ban and its duration by certified mail sent to the address on record.

Appeals process:

- Appeals by banned patrons may be made to the Library Director in writing.
- The Library Director will bring a recommendation on the appeal to the Library Board at the next Board of Trustees meeting, where it will be discussed in open session.
- The decision of the Franklin Public Library Board of Trustees regarding the appeal shall be final and mailed to the patron within seven days of the Board's decision.