

Patron Code of Conduct

In order to ensure a constructive use of the Elting Memorial Library facilities, materials, and services, as well as the personal comfort of all patrons, the Board of Trustees has established the following guidelines:

1. Reasonable quiet is expected, especially in designated areas. No patron may disturb others using the library.
2. Cell phones should be set to "vibrate" while in the building. Cell phone conversations are permitted in designated areas, including the lobby, reading garden, and study rooms.
3. Misconduct, such as the use of threatening language and gestures, public intoxication, drug usage, sale or exchange of alcohol or drugs, yelling, running, pushing, fighting or other offensive behavior can result in expulsion from the building and suspension of library privileges. Illegal activities are subject to prosecution.
4. The library assumes no responsibility for the care and supervision of children. Parents or caregivers are responsible for the behavior and material selections of their children. All children under the age of ten (10) must be supervised by a parent or caregiver (over the age of 16) at all times. Any unattended children may be reported to the police at the director's discretion.
5. Children with an Elting Memorial Library card have access to all standard materials in the library. This does not include the Library of Things which requires a signed agreement from a guardian/parent.
6. Eating light, discreet snacks is permitted in the library building. Only closed containers may be consumed in the building. No eating or drinking near the public computers, children's library or Haviland - Heidgerd History Collection room.
7. Smoking is not permitted on library grounds.
8. Pets are not permitted inside the library except for properly identified service animals that aid the physically or emotionally challenged, or for programming purposes.

9. Patrons shall be fully clothed, including footwear. Patrons shall maintain a generally acceptable standard of personal hygiene. Unpleasant body odor, that may offend other library patrons or staff, is considered unacceptable.
10. Patrons are encouraged to report disruptive individuals to the staff immediately. Patrons shall not engage the disruptive person; rather, letting the staff handle them.
11. Library materials shall be returned on time and in accordance with our Material Use Policy.
12. A library patron who deliberately alters a library computer program or destroys computer equipment shall forfeit all library privileges and will be subject to financial liability for damages. Such activities are subject to prosecution.
13. A patron who vandalizes, steals, or destroys any library material, equipment or building components will forfeit all library privileges and will be subject to financial liability for damages. Such activities are subject to prosecution.
14. Photographing or recording children in the Library is not permitted without their parent's written permission. Photographing and recording is not allowed wherever there is an expectation of privacy, including bathrooms, computer screens, and/or library material selections. Photographing and recording shall not interfere with the movement of other patrons and staff or block passageways, including stairways, landings, doorways and stacks.
15. In the event of a public health emergency, as determined by state or local public health officials, The Director is authorized, in accordance with the Library's Temporary Safe Practices Policy, to enact protocols to protect the safety of staff and patrons.

Approved: October 26, 2021

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