

# LIBRARY OPERATIONS POLICIES

## Rules of Conduct

Adopted: 05.18.2015 | Revised: 02.22.2021

### Policy Statement:

The Finney County Public Library strives to provide a welcoming environment for all patrons. The following rules of conduct apply to all Library facilities and services and are meant to ensure that the Library is a safe and enjoyable place. Library staff shall have the right to contact the proper authorities and ask individuals to leave the Library when individuals are in violation of these rules. Violation of FCPL policies or any unlawful behavior may result in the loss of Library privileges.

### Patrons are expected to:

1. Be considerate and respectful of all Library users and staff, and behave in a manner that does not disturb other persons.
  - Unacceptable conduct includes, but is not limited to:
    - A. Loud, disruptive and other inappropriate language or behavior that would be considered disrupting to a reasonable person using Library services
    - B. Sleeping
    - C. Use of any tobacco and/or any form of nicotine delivery device
    - D. Possession of weapons (K.S.A. 21-4201) or illegal substance
2. Treat Library property (materials, furnishings and equipment, etc.) with respect.
  - This includes but is not limited to:
    - A. Using covered containers when bringing beverages into the building and comply with posted 'No Food' and 'No Drink' zones.
    - B. Bathing, shampooing, changing clothes, or doing laundry in public bathrooms are prohibited
    - C. Destruction, theft or defacing Library property including tampering with Library technology systems, computer hardware, software, and data is prohibited.
3. Dress appropriately; shirt and shoes required. Persons whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building.
4. Use Library spaces for the intended purpose. Dorothy's room is reserved for use by children, their parents or guardians, and adults interested in children's literature.

5. Supervise children and assist them in observing appropriate conduct. All patrons must follow the Unattended Child policy.
6. Carry or keep under a table or out of the aisles all skateboards, roller blades and other personal items.
7. Attend to personal items. The Library is not responsible for items left unattended.
8. Comply with staff requests.
9. Animals and pets are not permitted in the Library, with the exception of service animals as recognized by the Americans with Disabilities Act.

***Noncompliance with the Rules of Conduct may result in expulsion  
from the Library and/or suspension of Library privileges.***

The Library reserves the right to require anyone violating the Rules of Conduct to leave the building. Anyone who is required to leave the building due to a violation of the Rules of Conduct will not be permitted in the Library for the remainder of the day. Repeated violations may result in the patron being barred from the Library for seven (7) days.

Serious or repeated misconduct may lead to legal action or criminal prosecution. The Library considers the following activities to be serious violations of the Rules of Conduct:

- sexual activity of any kind, sexual harassment or indecent exposure
- consumption or possession of alcohol or illegal drugs
- possession of illegal weapons of any type
- mutilating or destroying the building, materials or equipment
- Physical assault, threats or severe verbal abuse of a Library customer or Library staff
- theft of Library or Library patron's property
- accessing pornography
- repeated offenses of any kind

Anyone who engages in these activities will be required to leave the Library. Serious activity violations will result in the suspension of an individual's privileges and being barred from the Library for one year.

Exceptions to these Rules of Conduct may be granted at the discretion of the Library Director or designee. In the event the Library determines that an individual shall be barred for any period of time greater than one day, the Library shall provide such individual written notice of said bar,

the duration of the bar, and the reasons for the bar. This notice shall be referred to as an order of trespass.

### Disputing a Trespass

The Finney County Public Library Board of Trustees establishes the following process to be used by individuals to whom an order of trespass has been issued should the individual wish to dispute or appeal their barring from the Library. If the individual chooses not to use this process, the order of trespass shall remain in effect for the full period included in the order of trespass.

STEP 1: The barred individual must file an appeal in writing to the Library Director within thirty (30) days of the receipt of the order of trespass. The Library Director, or designee, will schedule an appeal hearing with the individual within fourteen (14) days of receipt of the request to appeal. Those to be present at the hearing include, but are not limited to, the Library Director, or designee, individual requesting the hearing and the staff person responsible for the Order of Trespass. At the appeal hearing, the individual will have the opportunity to present any information or otherwise explain factors the individual deems relevant to overturn or reduce the duration of the bar. The staff person responsible for the Order of Trespass will present information related to the rationale for barring the individual from the Library. The sole issue to be determined by the Library Director, or designee, is whether the Library's bar and the duration of the bar are clearly erroneous. The Library Director, or designee, may vacate, modify or uphold the order of trespass. Unless deferred, the Library Director or their designee will render a decision about the appeal within seven (7) business days of the hearing and shall notify the individual and appropriate staff members in writing.

STEP 2: Should the individual be unsatisfied with the result of the STEP 1 appeal, the individual may file a STEP 2 appeal in writing with the Finney County Public Library Board of Trustees within fourteen (14) days of receipt of the STEP 1 decision.

The sole issue to be determined by the Finney County Public Library Board of Trustees is whether the bar and the duration of the bar are clearly erroneous. The Board may overturn the bar, reduce the bar or uphold the bar. The Board of Trustees shall provide said decision in writing within 30 days of the decision. The decision shall be deemed the final action of the Board.