



WESTFIELD WASHINGTON PUBLIC LIBRARY CODE OF CONDUCT

Welcome to the Westfield Washington Public Library. Our goal is to offer the best service possible to all library visitors in a safe and pleasant atmosphere. Each person can help by following these rules:

- Children under the age of seven must be under the direct supervision of a person over the age of thirteen.
- Minors left at the library after closing hours may be considered abandoned and local authorities may be contacted.
- Food and drink are allowed only in the approved areas.
- Shoes and shirts are to be worn at all times.
- For everyone's safety running, rollerblading, skateboarding, and scooters are prohibited in the library and the parking lot.
- Sleeping, gambling, begging, soliciting, or sales are prohibited on library property.
- Alcohol, illegal substances, and weapons are prohibited on library property.
- Smoking is not permitted in the library building.
- Abusive, threatening or obscene language will not be tolerated on library property.
- Any form of sexual misconduct, including exposure, offensive touch or sexual harassment of other patrons or staff is not permitted on library property.
- Inappropriate behavior which disturbs other library users or staff is not permitted.
- Persons under the influence of illegal drugs or alcohol are not permitted on library property.
- Theft, damage, or destruction of library property is a crime and WILL be prosecuted.
- Striking another (battery) or threats to harm another (assault) will be cause to contact the Westfield Police Department.
- Pornography, tampering with computer security measures or emergency locks or systems is not permitted on library property and will be prosecuted.

The Westfield Washington Public Library reserves the right to withdraw library privileges, including being on the premises, from any person whose behavior is disruptive, is inappropriate for a library environment, or interferes with the use of the library by others. Uncooperative persons will be cause for the Westfield Police to be summoned. Thank you for your cooperation.

Amended by the WPL Board _____

Violations of the library's code of conduct will result in library staff initiating disciplinary procedures.

1. The first incident in one day will result in a verbal reprimand by staff.
2. The second incident in one day will result in the patron being asked to leave the library for the remainder of that day. When a minor is asked to leave the library, the child will be permitted to make a local phone call, on the library's phone, to a responsible adult.
 - a. Staff will fill out the form on O drive, file folder "Code of Conduct" as to the date, name of patron, why asked to leave and who asked the patron to leave.
3. A list will be kept and repeat offenses will result in further banishment from the library.