

## Code of Conduct Policy

Reference:      Adopted by the Library Board  
                  (Original date unknown)  
                  Revised and adopted by the Library Board, August 25, 2009  
                  Revised and adopted by the Library Board, February 26, 2013

### Code of Conduct

The Cloquet Public Library belongs to the residents of Cloquet, who pay taxes to support it. Therefore, it is the responsibility of the City of Cloquet and the staff of the Cloquet Public Library to ensure that everyone, individuals and library employees alike, enjoy a library that is clean, pleasant, safe, and free from inappropriate behavior and any threat of harm, indignity, or invasion of privacy or property.

While it is impractical to try to address every behavioral situation that may occur, the following rules and guidelines are for the protection of all who use the library, and to ensure that a safe and respectful environment is maintained for all library patrons. Whenever these rules do not cover a specific situation, library staff have the responsibility to make decisions that are in the best interest of the library. Staff may require a patron to leave the premises, call the police or ultimately bar a patron from the library for noncompliance with this Code of Conduct. If you observe patron behavior that does not meet this Code of Conduct, please contact a staff member.

Have fun, ask questions, explore. Be considerate of others using the library and everyone will benefit.

**Dress Code:** Appropriate clothing must be worn in the library. For patrons, this includes shoes, shirts, and pants, shorts, or skirts. Staff should wear clothing appropriate for serving the business public.

**Laws:** No one may violate any city ordinance or state statute while within the library building or while on library grounds.

**Alcohol/illegal drugs:** Alcohol or illegal drugs may not be brought into the library, nor may anyone under the influence of either enter the library or be on the library grounds.

**Smoking:** Smoking is not permitted at any time in the library or on the library grounds.

**Disruptive behavior:** Behavior that disturbs or interferes with patrons or employees of the library is considered disorderly conduct and is prohibited by Minnesota Statute §651.01. Disruptive behavior includes, but is not limited to:

- speaking or laughing loudly
- running or horseplay
- fighting
- public displays of affection
- making noise of any kind
- playing any audio equipment or device that can be heard by others
- unauthorized game playing
- using skateboards, inline skates or bicycles at the outside entrance to the library or in the lobby of the library

- odors or activities which are offensive to the normal sensibilities of other library users

1003.1

### **Code of Conduct Policy (*continued*)**

**Personal threats:** No one may willfully annoy, harass, or threaten another person. This includes, but is not limited to:

- conveying threats or any kind of physical force or harm
- using obscene, abusive, or racially-charged language
- engaging in sexual misconduct
- stalking, staring, or invading personal space

**Unattended persons:** patrons may not leave unattended in the library any persons who seek or need personal assistance for other than library-related services, and where staff has a reasonable basis to be concerned for the safety of the unattended person, such as young children or persons who need supervision because of physical or mental conditions.

### **Library patrons may not:**

- intentionally deface, destroy or steal library property or the property of other library patrons. Damage to library property is prohibited by Minnesota Statute §609.541.
- solicit, panhandle, gamble, sell, advertise, or petition for contributions or support
- enter the library with items too large to fit under a study chair
- enter the library with animals or vehicles, except as required by persons with disabilities
- fail to observe Internet use guidelines and policy
- tamper in any way with library equipment

Anyone violating these rules of conduct is first warned by the library staff member in charge of the library at the time of the offense. If the conduct continues, the offender will be ordered to leave the premises.

Staff members or security officers will, at their discretion, expel patrons without warning in situations of serious, threatening, or willfully-malicious behavior.

Failure to observe these rules may lead to suspension or revocation of library privileges, including the right to visit the buildings or grounds. Repeat offenders or persons ordered from the premises who do not comply may be subject to arrest and prosecution for trespassing. Anyone who wishes to appeal his or her exclusion may submit an appeal in writing to the Library Director. If the appellant does not agree with the Library Director's decision, he or she may then appeal to the Library Board of Directors.

The library staff reserves the right to search bags, briefcases, backpacks, etc. upon probable cause when staff has reason to believe that library materials have not been properly checked out.