

Cook Public Library
Patron Code of Conduct Policy

Approved by the Library Board January 7, 2015

The Cook Public Library is a public place that belongs to the community that supports it. In this spirit, the library staff, paid and unpaid, will work to ensure that all visitors have a pleasant experience.

The purpose of the Patron Code of Conduct Policy is to provide and maintain a safe and enjoyable environment for all of those in the library. It also ensures access and protection to library facilities including the collection and equipment.

The library is a public place where patrons have a responsibility to use the building and resources in a manner that does not interfere with the rights of others to use library materials, resources and services.

Patrons must not limit the ability of library staff to perform library duties.

Patrons will not be allowed to threaten the safety of those in the library.

The library will not tolerate the following behavior.

1. Harassment of patrons, visitors or library staff.
2. Use of a cell phone, music or electronic device that is disruptive.
3. Talking loudly, creating excessive noise or speaking in an offensive manner which includes using vulgar and insulting language.
4. Playing audio equipment or devices that is loud enough to be heard by others.
5. Running, fighting or horseplay.
6. Violation of library policies including Internet and Circulation policies.
7. Participating in activities that are inconsistent with the library's purpose.

If a patron is observed participating in any of these behaviors, library staff will remind him or her of the patron code of conduct policy and issue a warning. If the behavior persists, the patron will be ordered to leave the library.

Staff will immediately contact the authorities in the event of a serious or threatening situation.

Repeated offenses to this policy by a patron or visitor may lead to the suspension of library privileges which include checking out library materials, using library equipment and the right to be on library property.

An Incident Report will be completed and filed for any offenses covered by this policy.