**Murrysville Community Library Patron Code of Conduct Policy**

**INTRODUCTION**
The Library Board of Trustees for the Murrysville Community Library has the authority to establish reasonable rules pertaining to the usage of the Murrysville Community Library (hereafter “Library”), as well as the right to exclude any person who willfully violates them. The purpose of this policy is to express the roles and responsibilities patrons have to ensure the library’s physical and virtual spaces are welcoming, safe and secure.  Public Library spaces are precious community assets that rely on the stewardship, mutual support, and goodwill of all.  In order to allow all patrons to make maximum use of the Library during regularly scheduled hours and to provide a safe, suitable environment for the specific purposes or reading, studying, attending programs and using Library materials and resources, all patrons are required to comply with the following Code of Conduct. Patrons are participants in a shared, public use environment and must conduct themselves accordingly. They will be courteous, considerate, and understanding of Library patrons and staff.
Patrons shall not violate any Federal, State, County, or local statute or ordinance.

**DEFINITIONS AND SCOPE**
The Code of Conduct shall apply to the building, interior and exterior, and all grounds controlled and operated by the Murrysville Community Library (hereafter “premises”) and to all persons entering in and on the premises.
The Code of Conduct has a threefold purpose:

* To protect the rights and safety of Library patrons,
* To protect the rights and safety of Library staff members and volunteers, and
* To preserve and protect the Library’s materials, facilities and property.

**RULES OF CONDUCT:**

* Any behavior, whether explicitly listed in this policy or not, that any library staff member determines to be disruptive to library use.
* Refusal to comply with the reasonable requests of any library staff member made in accordance with library policy.
* Committing or attempting to commit any activity prohibited by federal, state, or local criminal statute or ordinance.
* Directing specific threats of physical harm toward library staff, volunteers, patrons, or others or engaging in otherwise rowdy, intimidating, or dangerous behavior, including fighting or challenging to fight.
* Any form of harassment (verbal, physical, sexual, etc.) directed toward library staff, volunteers, patrons, or others, including initiating unwanted or inappropriate conversations, invading personal space without consent, impeding access to the building, stalking, cyberbullying, etc.
* Using offensive, abusive, hateful, or discriminatory language or gestures or otherwise behaving disrespectfully toward library staff, volunteers, patrons, or others.
* Engaging in sexual conduct or lewd behavior, including displaying obscene or sexually explicit materials or Internet sites.
* Possessing weapons of any kind unless approved by library staff for a specific, library program.
* Possessing, consuming, distributing, or being under the influence of alcohol or any other controlled substance while on library premises.
* Smoking or other tobacco use.
* Intentionally damaging, defacing, stealing, or destroying library property or the property of any library staff member, volunteer, patron, or other.
* Causing excessive noise and other disturbances outside of a library program, including loudly conversing or laughing, shouting, and using electronic devices (including patron computers) at a volume level that is disruptive to others.
* Moving and/or making use of tables, chairs, or any other library furniture beyond expected use and without library staff permission.
* Any interference with the safe and free passage of library staff, volunteers, patrons, or others on library premises, including running, climbing, and/or placing objects (such as backpacks, bicycles, skateboards, or other items) in a manner that disrupts the orderly flow of the library.
* Purposefully entering areas marked “Staff Only”, including the back offices, circulation office, and the circulation work area, without library staff permission.
* Entering and/or making use of the library conference rooms without library staff permission for any reason other than planned program attendance.
* Making use of any equipment (including computers, phones, projectors, etc.) designated for library staff use only without library staff permission.
* Consuming food and beverages of any kind, in any type of container, at a public computer. Consuming food of any kind and beverages in open, uncovered containers anywhere else in the library without library staff permission, unless provided by the library as part of a program or special event.
* Bringing non-service animals or animals not intended for specific, library programs into the library building or leaving animals unattended outside the building in a way that impedes others’ access to the library.

**ENFORCEMENT**
Library personnel will enforce the above rules. Library patrons violating any of these rules may be asked to leave by the staff member in charge and are subject to immediate loss of library privileges and/or legal proceeding, which may include police intervention and arrest. Refusal to leave when properly directed may result in arrest and prosecution for trespassing. Library personnel shall maintain written documentation of all violations of the Code of Conduct detailing the person cited for the violation and the time, date and nature of the violation.
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**SANCTIONS AND APPEAL PROCESS**
Long term loss (suspension or revocation) of library privileges shall be determined by the Library Director through written notice, to be delivered in person within the Library and/or sent by certified mail to the patron’s last known address.  A violation of the law may result in arrest and prosecution.
Patrons who wish to appeal their loss of privileges may submit a written letter of appeal to the Library Director within ten (10) days of the Director’s notice.  Written appeals shall be promptly forwarded to the President of the Murrysville Community Library Board of Trustees, who will convene a committee and make a determination within thirty (30) days.  The decision of the President’s Committee is final.