

**SEWARD COMMUNITY LIBRARY &
MUSEUM
PUBLIC CODE OF CONDUCT POLICY**

This policy is designed to ensure Library facilities serve their primary purposes, including the provision of a safe and orderly environment in which people may read, study, and use library materials. The rules may regulate disruptive behavior, noise, offensive odors, health and sanitation hazards, and bringing possessions, materials, or objects into the Library which are likely to interfere with its use by others. The rules may not unreasonably or unfairly restrict access to libraries by any person or group.

BEHAVIORS THAT ARE NOT ACCEPTABLE AND/OR ARE PROHIBITED BY LAW:

1. Any behavior that is disruptive to library use.
2. Damage, destruction, or theft of library property, tampering with computer hardware and/or software, and other activities including (but not limited to) graffiti, vandalism, smoking,* use of tobacco products, or circumventing security systems.
3. Use of abusive and/or profane language.
4. Engaging in or threatening physical assault or abuse; threatening or harassing other patrons or Library staff.
5. Obstructing entrances or exits or interfering with the ability of patrons or staff to enter or exit the library.
6. Solicitation. No solicitation will be permitted in library property facilities, except for the following:
 - a. Organizations or individuals may solicit the attendees of their meetings, but only within the confines of their reserved meeting room.
 - b. Organizations dedicated to the support of the Seward Community Library & Museum may solicit in library facilities.
7. Distributing or posting materials that have not been previously approved by the library staff (Please see 03.03 Library Display Policy for more information)
8. Disruptive behavior such as running, jumping, loud conversations on cell phones or in person, or other loud noises.
9. Drinking beverages or eating near library computers or bookshelves. Leaving messes behind or failing to throw away food, drink, or other garbage. Beverages in closed containers are acceptable throughout the library.
10. Sleeping or lying on the floor in the Library building.
11. Using restrooms as bathing or laundering facilities.

*Including Tobacco, Electronic Cigarettes, Vaporizers, and Marijuana

12. Strong odors and/or lack of personal hygiene so as to be offensive to others.
13. Neglecting to wear appropriate clothing such as shirts or footwear.
14. Leaving personal belongings unattended. Please keep all personal items with you at all times.
15. Using skateboards, roller blades, rolling shoes, etc. in the library; bringing bicycles or rolling storage containers larger than standard carry-on luggage into the facility.
16. Obstructing pathways with belongings and/or by lying on the floor.
17. Bringing animals or pets into the building or leaving them unattended on library property, with the exception of service animals.
18. Using Library grounds for overnight parking and/or lodging.
19. Parking or loitering in "employee only" designated parking areas.
20. Using the library telephone for calls lasting longer than one minute.
21. Unauthorized use of library resources including outdoor electrical and water supplies.

Unattended Children

Parents are responsible for the behavior and safety of their children using the Library. **Children under the age of 10 must be closely accompanied at all times by a responsible caregiver.** The police may be called when children are left unattended (see Unattended Children Policy).

The Children's Area

This area is limited to persons under age 18 and their accompanying parent, caregiver, or teacher, and those using the Children's collection.

The Teen Area

This area is limited to persons under the age of 20, their guardians, and those using the Teen collection after 2:30 PM.

The Library assumes no responsibility for the action or activity of any individual or group using the grounds of the Seward Community Library & Museum. When a patron behaves in a manner that violates this policy, Library staff may ask a patron to leave the Library facilities with or without warning, may contact law enforcement if necessary, and/or may suspend the patron from use of the Library facilities, in accordance with the Suspension of Library Privileges Policy. In some cases, civil penalties may result from improper actions.

Approved by City Librarian: Bailey
Saylor 3-30-2022