

Library Staff Circular

Date Approved by the Board of Trustees: July 17, 2007

Subject: **Patron Conduct Policy**

The Tuscaloosa Public Library strives to provide a safe and comfortable environment for patrons and staff. Persons whose conduct is disruptive to patrons and to the provision of excellent public service will be asked to stop, and, if necessary, to leave the library.

Patrons will be expected to conduct themselves according to the following guidelines. This list, however, shall not be construed as limiting the Tuscaloosa Public Library in its mission to ensure a safe and pleasant environment for the public and the staff.

There shall be no:

- Loud, abusive, threatening, harassing, vulgar, or insulting language.
- Running, throwing objects, play, sports or other forms of disruptive conduct.
- Smoking or any use of tobacco products.
- Soliciting, selling, proselytizing, petitioning, surveying or distributing information for any cause. (Posting of notices must be authorized by the Library Director or his or her designee.)
- Extreme body odor or other strong or offensive smells that disturbs others.
- Fighting or provoking a fight.
- Gambling.
- Cellular phone use in the library only in designated areas.
- Harassing patrons or library staff in any way.
- Photographing, filming, video recording or any other type of electronic recording in the Library unless authorized by the Director or his or her designee.
- Engaging in unlawful sexual conduct, including, but not limited to public indecency, viewing obscene material or offensive touching.
- Using restrooms for bathing, doing laundry or other activities other than for its obvious purpose.
- Food or drink within the Library except in the Rotary Room during authorized events.
- Animals in the Library except those serving the handicapped or part of an approved library program.

Patrons are required to:

- Obey all federal, state, or local laws, ordinances or regulations.
- To leave the building upon request at closing time and during emergencies.
- Obtain permission to enter areas designated "Staff Only".
- Use only those entrances and exits designated for public use.
- Be appropriately clothed including shoes and shirts.
- Supervise children. See Tuscaloosa Public Library's *Unattended Child Policy* for details. Parents are liable for all acts of their minor children.
- Use the pay phone for all calls, except in cases of emergencies or to call for rides.

The Library is not responsible for personal items lost or stolen on the premises.