



# Los Lunas Public Library

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## Code of Conduct Policy

### LIBRARY POLICY

The Los Lunas Public Library (LLPL), referred to here as the Library, represents the Main Library and the Branch Library which is the Los Lunas Museum of Heritage & Arts. LLPL welcomes every member of the community to use and enjoy the facilities, collections, programs, and services. The Code of Conduct Policy defines expectations for behavior for all patrons regardless of age.

Patrons are expected to:

- Respect other patrons and library/museum staff.
- Respect library and museum property.
- Obey the law.
- Comply with requests from staff.

LLPL has established certain standards of acceptable behavior on Library properties in order to maintain an atmosphere that promotes the use and enjoyment of the resources and services of the Los Lunas Public Library, promotes the safety of the general public and the library staff, and protects the building, furniture, equipment, and materials of the library.

Any activity that interferes with the rights of other patrons to use the library, disrupts the normal functioning of the library, could result in physical, emotional, or mental injury to oneself or others, or could result in damage to the facilities, equipment, or materials is considered disruptive and unacceptable behavior.

### LIBRARY PROCEDURES

- A. LLPL's Code of Conduct applies to all patrons. It applies everywhere that the Library provides service, whether on Library property, in the community, through our website or social media, and by phone or email. Parents, guardians, or designated caregivers are responsible for their child's personal safety and behavior at all times.
- B. Library staff will intervene to stop prohibited activities and behaviors. Failure to comply with the Code of Conduct may result in expulsion from the Library with revocation of library privileges or in arrest and possibly prosecution.
- C. The following are examples of behavior and activities that are not allowed:

<p><b>UNSAFE OR DISRUPTIVE TO OTHERS</b></p> <p>Any activity that unreasonably interferes with others' use and enjoyment of the Library or with the functioning of Library staff.</p>	<p>Examples (including but not limited to):</p> <ul style="list-style-type: none"> <li>• Interfering with Library employees in the performance of their duties, inappropriate personal comments, staring, sexual advances, or physical and/or verbal harassment</li> <li>• Interfering with the free passage of staff or others</li> <li>• Use of profane, obscene, or aggressive language and/or gestures and excessive displays of affection.</li> <li>• Activities or behaviors that may result in injury or harm to self or others.</li> <li>• Noise considered loud enough to impact other Library users' experience negatively.</li> <li>• Bodily hygiene or scent so strong as to constitute a nuisance to others.</li> <li>• Violation of LLPL's Child Safety Policy.</li> <li>• Use of tobacco or marijuana products, including chewing tobacco, synthetic tobacco products, or electronic cigarettes (smokeless or their equivalent) on Library property.</li> <li>• Violation of LLPL's Food and Drink Policy.</li> </ul>
<p><b>INAPPROPRIATE USE OF LIBRARY PRIVILEGES OR PROPERTY</b></p> <p>Using Library privileges, materials, equipment, fixtures, furniture, buildings or grounds in any manner other than intended.</p>	<p>Examples (including but not limited to):</p> <ul style="list-style-type: none"> <li>• Entering non-public areas in the Library without authorization.</li> <li>• Posting flyers, notices, or signs on Library property without approval.</li> <li>• Activities or behavior that may result in damage to Library property or property of others.</li> <li>• Violation of LLPL's Personal Belongings Policy.</li> <li>• Habitual sleeping on Library property.</li> <li>• Use of restrooms for bathing, shaving, or washing hair or clothes.</li> <li>• Any solicitation inside or outside of Library property without prior approval if needed (SEE Solicitation</li> </ul>

	<p>Policy.)</p> <ul style="list-style-type: none"> <li>Violation of LLPL's Patron Computer Use Policy.</li> <li>Use of Library equipment or materials that present a health or sanitation concern.</li> </ul>
<b>ILLEGAL</b>  Any observable behavior that is prohibited by law.	<p>Examples (including but not limited to):</p> <ul style="list-style-type: none"> <li>Intimidating, threatening, or harassing behavior towards other patrons or staff.</li> <li>Theft</li> <li>Viewing or printing child pornography.</li> <li>Open display and/or open carry of firearms or other weapons including knives.</li> <li>Use, display, or distribution of alcohol or illegal drugs. As a department within the Village of Los Lunas we recognize Federal Law and marijuana is not recognized as a legal drug to be used or carried into the library.</li> <li>Public intoxication or under the influence of drugs.</li> </ul>
<b>NONCOMPLIANCE WITH STAFF</b>  Ignoring requests or disobeying the direction of a Library staff member.	

The library reserves the right to require anyone who engages in disruptive behavior to leave the premises, the right to restrict privileges for a specified period of time, and the right to ban the individual from the library for a specified period of time or permanently. In most cases, a staff member will notify the individual that he or she is in violation of the standards of conduct and will provide a verbal warning. Unlawful activities will be reported immediately to the police and a no trespass will be issued.

## **PENALTIES FOR VIOLATING POLICY**

**FIRST OFFENSE** - Verbal warning.

**SECOND OFFENSE** - Written warning and suspension of library privileges for seven (7) days.

**THIRD OFFENSE** - Written warning and suspension of library privileges for thirty (30) days.

**FOURTH OFFENSE** - Written warning and suspension of library privileges for one (1) year.