## 28 Rules of Conduct

It is the policy of the Hardin County Public Library to provide a comfortable environment that is conducive to the use of library materials and programming by either individuals or small groups. The library is designed for use by all members of the public. Borrowers are expected to observe the rights of other borrowers and staff members and use the library for its intended purpose. Failure to cooperate with Library staff or engaging in any behavior that is inappropriate or illegal in a library setting interferes with the goals of the Library. Those willing to modify inappropriate behavior are always welcome to stay. Those unable to comply will be asked to leave. (Incident report #29 must be filled out.) This code of conduct prohibits any and all illegal acts.

The following are examples of inappropriate behavior:

- Eating and drinking are prohibited except in authorized areas.
- Smoking or use of tobacco products *(including electronic cigarettes)*
- Leaving children under the age of thirteen unsupervised.
- Loud, disruptive, abusive, or threatening language or behavior is prohibited.
- Use of cellular phones or other communication devices except in authorized areas is prohibited.
- Use of Library facilities or equipment for other than library purposes, including solicitation and/or distribution of materials without prior authorization from Library administration is prohibited.
- Use of skates, skateboards, or rollerblades on Library premises is prohibited.
- Rearrangement of Library equipment or furniture is prohibited.
- Use of Library computers that violates the Library Computer and Internet policy is prohibited.
- Animals, except service animals, are prohibited. Animals that are part of library programming will be allowed in the building and will be constantly supervised by their handlers.
- Inappropriate attire. All library users must wear shoes and shirts.
- Panhandling, soliciting, and loitering.

- Vandalism, mutilation, theft, defacement, or deliberate destruction of library property or materials will not be tolerated, and violators will be held responsible for damages.

Persons who violate these rules will be asked to leave the Library. Those refusing to leave will be subject to arrest under trespass laws of the Kentucky Revised Statutes, Chapter 381, Section 231 and Chapter 511, Sections 060, 070, or 080.

# HCPL – Patron Behavior Incidents Report

Patron Name _____ Age (if child under 18)_____

Address_____ Telephone_____

_____ Zip Code_____

Parent/Guardian Name_____

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Date_____ Day of the week_____

Time_____ Library branch_____

List names of staff members present:

_____

Patron was exhibiting the following inappropriate behavior at the library:

____ Accessing inappropriate material on the Internet

____ Abuse or misuse of library property or equipment

____ Disruptive behavior that affected the use and enjoyment of the library by others

____ Running/climbing on furniture

____ Physically or verbally abusing another borrower

____ Abusive behavior directed at a library staff member

____ Other:_____

Additional Comments:

Staff Action:

____ First warning

____ Second warning

Disciplinary action taken:

____ Borrower asked to move to another area within the library

____ Staff member attempted to phone parent/guardian

____ Borrower's Internet privileges suspended until_____

____ Borrower asked to leave library property for the remainder of the day

____ Behavior Incidents Report mailed to parent/legal guardian

Borrower response: