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Marshall District Library Code of Conduct Policy

A. Code of Patron Conduct:

The purpose of this Code of Conduct is to allow all patrons of the Marshall District Library to use its facilities to the fullest extent during regularly scheduled hours, to protect the rights of others to conduct Library business without interference, and to preserve Library materials and facilities.

On the premises of the Marshall District Library, the violation of any federal or state law or local ordinance will also be regarded as a violation of the Code of Conduct.

1. Patrons shall engage in activities associated with the use of the public library. Patrons not reading, studying, or using library materials and/or equipment may be required to leave the building.
2. Patrons shall respect the rights of other patrons, and shall not harass or annoy others through noisy or boisterous activities, nor shall they interfere with library employees' performance of their duties. The number of patrons at a table shall be limited to four.
3. Patrons carrying cellular telephones and beepers are expected to turn ringers off, or turn them down to their lowest level while in the library. Courteous cell phone use is allowed in the library. If a phone call disturbs other library visitors, users must move to the lobby, a study room, or outside the building.
4. Patrons may not consume food in the library, except in designated areas or as part of approved special events or meetings. Covered beverages or bottles with screw tops may be allowed in the library but must be kept away from all computer workstations.
5. In accordance with the Calhoun County Clean Indoor Air Regulation, Section 1006, smoking and/or use of tobacco products is prohibited inside the building and within 25 feet of any library entrance, exit, window, or ventilation outlet. The use of electronic smoking devices is not permitted in the library.
6. Patrons shall not be under the influence of alcohol or drugs.
7. Patrons are not permitted to bring weapons such as explosives, knives, look-alike weapons or any other objects that can reasonably be considered weapons, on Library property or to any Library events unless specifically permitted by law.

8. Patrons spending lengthy periods of time in the lobby shall be construed as loitering (Article V Sec. 18-51 of the Marshall City Code).
9. Patrons shall not deface or mar library materials, nor shall they deface, mar or in any way destroy or damage library furnishings, structure, equipment or other library property.
10. Patrons may not enter the building without a shirt and shoes.
11. The Library is not responsible for personal belongings. Unattended personal belongings will be removed to the Lost and Found.
12. Patrons shall not use wheeled or propelled devices, excluding medical devices, in the library. This includes using scooters, bicycles, roller skates, roller blades, Segways, or skateboards in the library building and lobby. Drones or other powered devices are not allowed in the library facility.
13. Patrons may not bring pets or animals into the library, other than service dogs.
14. Patrons may not remove materials from the library unless checked out on a valid library card.
15. Patrons shall not make any unauthorized solicitations on library property. Campaign material, solicitation literature, or petitions may not be brought into the library, posted at the library, or left on tables
16. Patrons shall not set up a table, stand, sign or similar structure on Library property except as a part of a library program.
17. Staring, photographing, following, stalking, harassing, or threatening Library users or staff while in the Library or on Library property so that it interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited.
18. Patrons shall comply with staff directions, instructions, and enforcement of library policies.
19. Members of the Marshall District Library staff are concerned for the safety of children. However they cannot act as babysitters nor keep watch over children. Children, either accompanied by a grown-up or left unattended, are the responsibility of their parents or guardians who are liable for their children's behavior in the library, for damage to materials, equipment, and furnishings, and for injury to themselves and others.
 - a. Children should not be left alone for more than one hour and should have been trained by their parents or guardians in dealing with strangers. Children should be at the library

only with the knowledge of a parent or guardian and shall be engaged in activities associated with the use of the public library.

- b. Children awaiting rides must be picked up promptly so that they are not forced to wait for lengthy periods in the library lobby, which shall be construed as loitering. Members of the staff are instructed to contact the police before leaving when unattended children are left at the library at closing time. Staff will wait until police arrive.
- c. Parents or guardians will be contacted if children present behavior problems or if the Code of Conduct is not followed.

Anyone not abiding by these or other rules and regulations of the library may be required to leave the library premises and may forfeit their library privileges. Library employees will contact the Marshall Police if necessary.

Anyone whose privileges have been denied may have the decision reviewed by the Library Board.

Adopted by the Library Board on April 13, 2004, amended September 12, 2006, amended December 14, 2010, amended June 28, 2011, amended October 8, 2013, amended September 12, 2017, amended February 11, 2020, amended January 10, 2023.