



## **PUBLIC LIBRARY**

### **Seguin Public Library Rules of Conduct Policy**

#### **GENERAL INFORMATION**

The library's first priority is public service. Every day, hundreds of people visit the Seguin Public Library to read, select materials, use electronic resources, attend programs and request information from staff. The Seguin Public Library welcomes everyone to use its collections and services. We strive to maintain a safe, enjoyable environment so that patrons and staff always feel comfortable and secure when they are on the grounds or in the building. In order to attain this goal, the library has approved the Rules of Conduct Policy concerning behavioral expectations and prohibited activities.

#### **GUIDELINES**

Rules of Conduct have been established so that library users and staff have a clean, pleasant and safe environment. The following are prohibited at the Seguin Public Library:

- I. Engaging in any activity prohibited by law.
- II. Disruptive or unsafe behavior including interfering with library employees in the performance of their duties, or obstructing or intimidating patrons of the library, or entering non-public areas without authorization. Examples of disruptive behavior include, but are not limited to running, pushing, throwing books and/or other objects, horse playing and spitting.
- III. Use of loud, abusive, threatening or insulting language.
- IV. Sexual misconduct such as exposure or threatening touching.
- V. Activities or behavior that may result in injury or harm to any library patron or staff member, including challenging another person to fight.
- VI. Patrons with hygiene conditions, including, but not limited to, clothing odor, body odor and lice, that interfere with the use and enjoyment of the library by other library patrons or with the functioning of library staff.

- VII. Sleeping in the library or on library grounds.
- VIII. Misusing library restrooms and/or water fountains. Examples of misuse include, but are not limited to sleeping, bathing, shaving, brushing teeth, and changing or washing clothes.
- IX. Disruptive noise, including the use of cell phones, pagers, headphones, and other communication, audio and electronic devices which disturbs other patrons.
- X. Staring at, or following, a patron or staff in a manner that reasonably can be expected to disturb him or her, including photographing or filming persons without prior approval from a senior staff member.
- XI. Monopolizing library space, seating, tables, stairways or equipment to the exclusion of other patrons or staff, or obstructing aisles or doorways with personal belongings.
- XII. Activities or behavior that may result in damage to library property, including making any attempts to damage computer equipment or alter software configurations.
- XIII. Meals that are hot, with strong scents or staining capabilities (catered meals, pizzas, pasta, salads, salad dressings, soups, etc.) are not permitted except in areas designated for those purposes.
- XIV. Drinks (water, sodas, tea, coffee, etc.) are allowed, but must be covered with secure tops. Red, blue or purple drinks are not allowed.
- XV. Essential oils, lighted candles and items with strong aroma or products that can permanently stain and cause damage are not allowed.
- XVI. Animals, except for service and/or therapy animals.
- XVII. Bicycles, shopping carts, or other large wheeled conveyances are not permitted inside library buildings. Wheelchairs and strollers are only permitted if being used for the transport of an adult or child. Skates, skateboards, and scooters must be carried while on library premises.
- XVIII. Petitioning, soliciting or distributing/selling merchandise without the express permission of the library Director.
- XIX. Using tobacco products or electronic cigarettes within 20 feet of the building.

## **DISCLAIMER**

- I. The library is not responsible for children who are left unattended in or on the grounds of the library. Misconduct or misuse of library property on the part of juveniles will be handled as outlined in the Unattended and Disruptive Children Policy.
- II. The library is not responsible for personal items that are lost, stolen or damaged in or on the grounds of the library.
- III. Shoes and shirts must be worn at all times.
- IV. The library will comply with the Texas Open Carry Law:
  - a. It is illegal for the general public to carry a handgun, whether concealed or not, in a public place unless they have a special license to carry (Texas Penal Code §46.02).
  - b. Individuals who have a Concealed Handgun License (CHL) to carry a concealed handgun may openly carry the weapon using a shoulder or belt holster at the library.
  - c. It is illegal to brandish a firearm in any way that might be interpreted as threatening (Texas Penal Code §42.01).
  - d. Staff may not ask a patron who has a holstered weapon to see their CHL permit.
  - e. Staff should contact law enforcement personnel if a person carrying a handgun exhibits alarming behaviors.

## **ENFORCEMENT**

- I. The above enumerated rules are not intended to be a complete list of violations, but are intended for guidance only. Library staff and/or local law enforcement officers are authorized to expel persons who, advised of the regulations above, fail to comply with them. Such personnel also reserve the right to take appropriate action(s) against any other behavior which can reasonably be deemed to be offensive to library patrons or staff.
- II. The Seguin Public Library reserves the right to restrict the use of its facilities and premises to persons who do not abide by the library's Rules of Conduct. Failure to comply with the library's established rules and policies could result in expulsion from the library and revocation of library privileges for a period of one day to one year, or in arrest and prosecution.

- III. Any person whose privileges have been denied or revoked for more than 30 days shall have a right to appeal to the library Director. The appeal must be filed within seven (7) calendar days of the date that the patron is notified that the patron's privileges have been revoked. The decision of the library Director shall be final and conclusive.

*Implemented 10/1/2017  
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