

CODE OF CONDUCT

The Westport Library is open for specific and designated, civic, educational, and cultural uses including reading, studying, writing, participation in Library programs, and using Library materials. To ensure all people who visit the Library can do so in an atmosphere of courtesy, respect, and excellent service the Library has adopted this Code of Conduct.

The following Code of Conduct applies both within the Library building and outside on the premises owned by the Library and to all people entering the Library or who are on the Library premises.

Behaviors that disrupt the use and enjoyment of the Library by other patrons or that endanger staff or patrons or prevent staff from doing their jobs is prohibited.

Violation of the Code of Conduct

Patrons not complying with the Library Code of Conduct will be asked to cease their behavior and if they do not comply, they may be asked to leave the premises for the day. If infractions continue, the patron's privileges may be further suspended and may even lead to prosecution.

Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sales or attempted drug sales or use, intoxication, theft, physical harassment, sexual misconduct, fighting or any behavior that threatens the safety and security of staff or patrons may result in the police being called to intervene and will result in an immediate suspension. The duration of the suspension will be for a minimum period of one month but may be up to one year or even permanent and may also result in prosecution.

Persons refusing to leave the Library facilities after being asked, or entering the Library after being banned, may be the subject of a police complaint and charged with trespassing.

Violations of Law

Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation is prohibited.

Noise

Producing or allowing any loud noises that can reasonably be expected to disturb other

patrons' use and enjoyment of the Library including but not limited to yelling, swearing, cheering, talking unreasonably loudly (with others or in monologues), using cell phones or other electronic equipment in speaker mode or creating noise disturbances in other ways, such as from food packaging or electronic devices (i.e., rings, alerts, music, etc.) is prohibited.

Odor

Offensive odors, including but not limited to odors caused by poor hygiene, strong perfumes or cologne and strong-smelling foods are prohibited.

Harassment

Taking photos, video recordings or audio recordings without the permission of the subject; following, stalking, harassing, arguing with, threatening, or behaving in a manner which can reasonably be expected to disturb Library users or staff in the Library or impede their enjoyment of the Library or prevent staff from doing their job is prohibited.

Smoking

Smoking anything, including e-cigarettes, or using matches or lighters, within the Library or within twenty feet of the Library entrances or on the Library patio is prohibited.

Consuming Alcohol or Marijuana and Intoxication

Selling, distributing, or consuming any alcoholic or intoxicating substance such as marijuana is prohibited. Alcohol may be consumed at certain events as authorized by the Library. Persons notably intoxicated or under the influence of marijuana or any other intoxicating substance are not allowed on Library property.

Personal Property

Library personnel may limit the number and size of items brought into the Library. The Library prohibits suitcases, garbage bags and large duffel bags. Personal property should not be left unattended or take up seating or other spaces intended for patrons. The Library is not responsible for personal property left unattended.

Personal Grooming

Personal Grooming is prohibited in meeting rooms, public spaces and in the restrooms. The restrooms may not be used for laundering, shaving, hair cutting, hair grooming or bathing.

Providing Identification

Patrons must provide identification when requested by Library staff. Reasons for this may include signing up for a Library card, preparing an incident report, and for safety reasons.

Dress Code

Shirts and shoes are required to be worn in the Library and on Library property.

Panhandling, Solicitation and Selling

Panhandling, or soliciting Library staff or patrons for money, products or services or other purposes inside the Library or on Library premises is prohibited. Selling products incidental

to Library programming may be allowed with the approval of the Executive Director or their designee.

Campaigning, Petitioning, Interviewing etc.

Campaigning, petitioning, interviewing, survey taking, pamphleteering, canvassing, or soliciting inside the Library or on Library property is prohibited. Campaign material, literature or petitions may not be brought into the Library, posted at the Library, or left at the Library.

Eating and Drinking

No eating or drinking is allowed in the Roz and Bud Siegel Children's Library, the Maker Space, or the Media Studios.

Animals/Pets in the Library

Animals/pets are not permitted in the Library, other than therapy animals and service animals (as defined by law), those used in law enforcement and for Library programs. Patrons are legally responsible for the behavior of their service and therapy animals. Animals must always be under the direct control of the patron. If the animal/pet causes a disturbance, has an accident, or causes other damage, the animal will be required to leave the Library.

Interference with Staff

Patrons may not interfere with the staff's performance of their duties inside or outside the Library. This includes forcing the attention of staff for extended periods for non-Library-related purposes, making inappropriate personal comments, sexual advances or physical or verbal harassment or treating staff disrespectfully. Patrons shall not enter areas designated for staff only.

Unattended Children under twelve

Children under twelve must be attended by an adult at all times. (See Unattended Child Policy for more details) Parents/caregivers are responsible for the conduct and safety of their children in the library. Children, like all library patrons, are required to respect library property and act in a manner appropriate to the use and function of the library, including respecting suggested age and use designations in the Children's Library. For further information about Children in the Library see our 'Unattended Child Policy.'

Weapons

Carrying guns, pistols, or other weapons except as specifically permitted by law is prohibited.

Other behaviors prohibited in the Library:

- Using obscene or abusive language or gestures
- Running or pushing or acting in any other way Library staff deem dangerous;
- Disposing of trash inappropriately;
- Habitually sleeping;
- Resting feet on the furniture, or using it for any purpose other than its designated purpose, or damaging it in any other way;

- Viewing or reproducing pornography in any medium; or
- Failing to follow additional Library policies as appropriate, such as the Unattended Child Policy, the Media Studio Policy, the Meeting Room Policy, and the Event Space Policy.