

# Bedford Public Library

## Code of Conduct and Responsibilities

### Purpose of the Policy

The Bedford Public Library is committed to providing the best possible customer service in a warm, welcoming and safe environment. The Rights of Others Policy is designed to ensure this atmosphere is maintained at all times. The Library's public behavior rules are intended to (1) protect the rights and safety of library users, (2) protect the rights and safety of staff members, and (3) preserve and protect the library's materials, facilities and property.

Library users who violate the Rights of Others Policy may be subject to the suspension of their library privileges, be excluded from the Library and/or face legal action.

In keeping with the Library's commitment to customer service and the provision of a safe and inviting atmosphere, the following guidelines are set forth to define those activities that are inappropriate for our users and prohibited. Library staff will enforce these guidelines in a consistent and impartial manner.

### Policy Statement 1

The Bedford Public Library will provide a safe environment for the community.

#### APPROPRIATE LIBRARY BEHAVIORS INCLUDE:

- Reading, writing, researching, studying
- Browsing and checking out library materials
- Asking for and receiving staff assistance
- Listening to music through headphones
- Using computers according to library guidelines
- Quiet socializing and discussions
- Working on small group projects
- Drinking from water bottles except near computer equipment

**THE FOLLOWING ILLEGAL, HARMFUL, DISRUPTIVE OR DESTRUCTIVE ACTIVITIES INCLUDING, BUT NOT LIMITED TO, ARE EXPRESSLY PROHIBITED.**

### Regulations

- 1.1 Committing or attempting to commit any activity that constitutes a violation of any federal, state or local statute or ordinance.
- 1.2 Recklessly damaging or destroying City materials or property, or the personal property of building.
- 1.3 Gambling in any form on City property. (Texas Penal Code § 47.02)
- 1.4 Making offensive gestures, cursing or using obscene, abusive, profane or threatening language. (Texas Penal Code § 42.01)
- 1.5 Displaying or distributing obscene material. (Texas Penal Code § 43.22 and § 43.24)
- 1.6 Engaging in acts of sexual misconduct, including, but not limited to, indecent exposure, sexual contact and sexual intercourse. (Texas Penal Code § 21.07 and 21.08)

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- 1.7 Stalking other customers or staff including looking into an area, such as a restroom, that is designed to provide privacy to a person using the area. (Texas Penal Code § 42.01 and § 42.072)
- 1.8 Exhibiting signs of being under the influence of alcohol or controlled substances. (Texas Penal Code § 49.02)
- 1.9 Engaging in physical altercations including assaults and fighting. (Texas Penal Code § 22.01)
- 1.10 Smoking or possessing a burning tobacco, weed or other plant product in the Library or within 100 feet of the main public entrance of the Bedford Public Library. (City of Bedford Ordinance No. 11-3003)
- 1.11 Entering or remaining in a Library before or after posted hours of operation without the express permission of the Library Manager's or designee.
- 1.12 Entering into staff work areas not open to the public.
- 1.13 Engaging in conduct that disrupts or interferes with the normal operation of the library, or disturbs staff and library users. Such conduct includes:
  - The use of abusive or threatening language or gestures
  - Creation of unreasonable noise
  - Loud or boisterous behavior or talking
- 1.14 Using library materials, equipment, furniture, fixtures or buildings in a destructive, abusive or potentially damaging manner, in a manner likely to cause personal injury to any person or in any other manner inconsistent with the customary use thereof.
- 1.15 Altering the configuration or settings of electronic equipment without the authorization of staff.
- 1.16 Disobeying the reasonable direction of library staff members.
- 1.17 Soliciting, petitioning or distributing written materials or canvassing on library premises for any purpose without express permission of the Library staff. Such conduct extends to any soliciting, petitioning, distributing or canvassing outside of library premises in such a manner as to impede access to or egress from a library facility.
- 1.18 Interfering with the free passage of library staff members or library users in or onto library premises including, but not limited to, placing objects such as bicycles, skateboards, scooters, strollers, shopping carts or backpacks in such a manner as to impede free passage in or onto the premises.
- 1.19 Bringing bicycles and other means of transportation inside library buildings, including, but not limited to, vestibules or covered doorways, where no bicycle rack is provided.
- 1.20 Using the Library for other than its intended purpose, including: loitering, sleeping, changing clothes, bathing (except for washing hands or face), shampooing, shaving, washing clothes or utensils, preparing meals or food, or personal grooming unless it is considered appropriate for an approved activity. Changing clothes in building bathrooms and applying makeup is permitted in preparation for a library-approved program or event with express permission of Library staff.
- 1.21 Bare feet and bathing suits or clothing that does not cover both upper and lower body is prohibited in public areas unless it is considered appropriate for an approved activity.
- 1.22 Any activity, condition, substance, or odor posing a health hazard or nuisance to patrons and employees is prohibited. Patrons who pose a potential health hazard or nuisance to other library patrons or employees may be asked to leave until proper precautions or measures have been taken.
- 1.23 Introducing any animals, insects or other living organisms into City buildings without express permission of the Library staff, with the exception of service animals, such as seeing-eye dogs or other guide-trained animals and programs.
- 1.24 Entering into the Library with large framed backpacks, bedrolls, blanket rolls, or more than three grocery-sized paper or plastic bags or parcels. Personal belongings including purses or cell

phones must not impede access to doors, services or materials. Customers must keep personal belongings with them at all times. The Library is not responsible for unattended personal belongings.

- 1.25 Physically blocking aisles, exits, or entrances, including sitting or lying down in them.
- 1.26 Interfering with the staff' performance of its duties. This includes engaging in inappropriate conversation or behavior, sexual advances, or physical and/or verbal harassment.
- 1.27 Verbal or physical abuse of customers or staff such as cursing, rude or demeaning comments.
- 1.28 Assembling more than two people around a computer if it creates a disturbance to others.
- 1.29 Neglecting to provide proper supervision of children and vulnerable adults. Please see Children's Area, Unattended Children and Vulnerable Adults Policies.
- 1.30 Using opposite gender restrooms.

## **Policy Statement 2**

In situations where library staff members feel that the health, safety or security of library users or staff members are threatened, they may take any and all appropriate action including, but not limited to, calling the police for assistance.

## **Regulations**

- 2.1 Library staff members may ask a library user to leave the premises with or without prior warning, depending upon the seriousness of the violation. Library staff members may also exclude a patron or visitor from BPL facilities.
- 2.2 The City of Bedford Police Department may impose further sanctions depending on the nature of illegal activities.
- 2.3 Library staff will complete an Incident Report for every applicable incident. Incident reports will be sent to the Library Director.
- 2.4 Library staff will notify Library Director or Managing Director when police are called to the library.

## **Policy Statement 3**

The Bedford Public Library provides educational and recreational materials to the registered borrowers. It is the responsibility of staff to protect taxpayer's investment in the collection and to ensure availability of items for all cardholders.

## **Regulations**

Library users are not to intentionally damage, mutilate, or otherwise destroy library materials or property. City of Bedford Ordinance, Chapter 74, Section #5 declares it unlawful to deface library materials.

- 3.1 Citizens are solely responsible for compliance with all current laws applying to library materials (i.e., copyrights laws - Title 17, U. S. Code)
- 3.2 Failure to return borrowed materials is a violation of City of Bedford Ordinance, Sec. 74-2. Unlawful acts.
- 3.3 Registered borrowers agree to abide by all policies and rules pertaining to the external use of library materials (Circulation Policy) These include, but are not limited to, the following provisions:
  - Proper care of materials
  - Return of all items borrowed by the date due.

- Payment for lost or damaged materials.
- Payment of all collection costs, including court fees, necessary to recover borrowed materials.
- Notification to the library if card is lost or stolen. If the library does not receive notification, the citizen is responsible for any material borrowed on the card.