



## Library Patron Code of Conduct

The Library Patron Code of Conduct is to maintain a safe and pleasant environment for all Library patrons. It also ensures access to Library facilities, the safety of users and staff, and the protection of the Library collection, equipment, and facility. It is within the complete discretion of library staff to determine whether patrons' actions, behavior and dress conform to the requirements of this Patron Code of Conduct.

### Patron Dress Code:

- Lafourche Parish Public Library observes the common no shirt, no shoes, no service policy. In addition, patrons will not be permitted to wear inappropriate, suggestive, vulgar, or excessively revealing clothing not conducive to company standards.
- Patrons with an excessive amount of any offensive odor or substance like grease, ink, oil, blood, etc., that can be transferred to other patrons, library furnishings or equipment will not be permitted in the library.
- Vulgar, offensive, or inappropriate tattoos or clothing must be covered while in the library.
- It is not the library's intent to enforce a strict dress code but if appearance/clothing or lack thereof is disruptive to staff or others, the person will be asked to either comply or leave the library.

Patrons have the responsibility to use the Library in a manner that:

- Does not interfere with the rights of other individuals to use Library materials, resources, and services.
- Does not limit the ability of Library staff to conduct Library business.
- Does not threaten the secure and comfortable environment of the Library. Library users are expected to behave in a way that does not violate others' rights or result in damage to Library property.

**Prohibited conduct includes any illegal activity and may include, but is not limited to, the following:**

- Willfully annoying, harassing, or threatening another person.
- Consuming alcohol or controlled substances, being intoxicated, smoking, or using tobacco products.
- Using or defacing the Library building, furniture or equipment could harm self, patrons, staff, or personal or public property.
- Soliciting, fundraising, selling, or posting notices.
- Behaving in a loud, boisterous, or disruptive manner. Fighting or threatening to fight, running, pushing, shoving, or throwing things.
- Leaving unattended personal items in the building. The Library assumes no responsibility for lost, stolen, or unattended personal items. Items left longer than 30 minutes may be removed.
- Entering non-public areas unless accompanied by a staff member or through prior authorization from a staff member.
- Having offensive hygiene, odor or scent that constitutes a nuisance to other people.
- Failing to exit the building at closing or not following directions from staff during an emergency.
- Use of mobile devices for verbal communication is prohibited inside all Library buildings; the use of mobile devices for wireless Internet, text messages, e-mail, and downloading Library e-content is



permissible. Computers, mobile devices, and audio devices may be used with headphones for instructional or recreational purposes without disrupting patrons near them.

- Leaving children **under nine (9) years of age** unattended or out of sight of a responsible caregiver at any time.

**VIOLATION of MINOR CHILDREN** in the LIBRARY POLICY: After one warning to both child and caregiver, both will be asked to leave the Library. Police will be called if no caregiver is found.

**\*\*The Library cannot assume responsibility for the care and supervision of children.** Parents and caregivers of children under nine (9) years of age are to remain in the Library at all times, including when a child is in a Library program. Parents and caregivers are expected to supervise the behavior of their children. In accordance with school attendance laws, and in support of education, children under the age of 16 are not permitted on Library District property during school hours, unless accompanied by a parent, teacher, or legal guardian.

#### **VIOLATIONS of CODE OF CONDUCT:**

- Violators will receive a warning and an opportunity to cease inappropriate behavior.
- Repeat violations may result in suspension of library privileges for a minimum of 24 hours.
- Continued violation will result in a longer suspension of library privileges including possible banning from the library for a lengthy duration that could result in permanently denied services.
  - **Local law enforcement will be called immediately if the situation warrants.**
- If the patron wishes to lodge a formal complaint, he/she should be given a "Request for Reconsideration of a Library Policy, Rule, or Decision Form." The patron must be advised that the matter will be referred to the Director. The original copy of each form completed will be sent to the Director. A copy of the complaint form will be kept at the Branch where it was completed.
- After carefully reviewing the complaint, the Director will contact the individual with his/her decision. However, if the complainant is still not satisfied, the Director will present the complaint to the Library Board of Control. The decision of the Board of Control will be final. The President of the Library Board of Control will report the Board's decision to the complainant in writing.