

## Policy regarding Patron Conduct and Exclusion

### Policy Statement.

For the comfort and safety of patrons, volunteers, and staff, and for the protection of Library property, the following actions are examples of conduct not allowed on Library property:

### Category A (Library Specific Violation)

- Disruptive behavior such as excessively loud talking, screaming, yelling, banging on furniture, or any other loud noise, or action that is construed as a disruption to other patrons and staff
- Entering into the library barefoot or without a shirt or dressed in a manner not conducive to community standards, removing one's footwear or shirt while in the Library, or being otherwise attired so as to be disruptive to the Library environment. Having offensive body odor or personal hygiene so as to unreasonably interfere with other patrons' ability to use the Library and its facilities.
- Consuming food or beverages in public areas of the Library is not authorized by the Library (see Administrative Procedure, *Food, and Beverage in the Library*).
- Camping on Library grounds.
- Leaving packages, backpacks, luggage, or any other personal items unattended. These unattended items are subject to immediate confiscation unless placed in designated areas.
- Moving Library furniture from its customary area without the approval of staff
- Use wheeled devices inside the Library or on Library grounds, except in designated areas, including the use of skateboards, roller skates, bicycles, motorized or non-motorized scooters, and shopping carts that are larger than allowed by the restriction on allowable articles. These restrictions do not apply to ADA assistive devices or baby strollers. Individuals with disabilities may request a reasonable accommodation by calling (541)-332-5622 or emailing [polibrary@polibraray.org](mailto:polibrary@polibraray.org)
- Lying down on the floor in a manner that causes an obstruction, snoring in a loud manner, placing feet on furniture, blocking aisles exits or entrances, monopolizing areas for the purpose of sleeping.
- Neglecting to provide proper supervision of children (see Library Board Policy, *Unattended Children*).
- Bringing pets or animals, other than service animals necessary for disabilities, into the Library, except as authorized by the Librarian.
- Inappropriate use of Library property in Library facilities or on Library grounds, including computer hardware and software, printers (see Library Board Policy, *Public Use of the Internet*), copiers, phones, and other equipment.
- Engaging in any activity in violation of a Library policy.
- Gambling.

- Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cellphones, pagers, and other communication devices in a manner that disturbs others. Audible cell phone and pager ringers must be turned off.
- Littering.
- Smoking, chewing (tobacco), tobacco use, vaping or smoking marijuana, or any marijuana derivative on Library property.
- Distributing literature, gathering signatures, soliciting contributions, or conducting surveys inside a library facility or on Library grounds, including plazas outside Library entrances, without Library authorization. No Library authorization is required to distribute literature, gather signatures, solicit contributions, or conduct surveys on the public sidewalks adjacent to Library property.
- Placing any tables or other structures on Library property, including Library grounds without permission.
- Failing to comply with a reasonable staff request to cease behavior that interferes with the effective functioning of the Library.

#### **Category B (Serious Library Specific Violations)**

- Using restrooms for bathing, shampooing, or doing laundry.
- Verbally or physically harassing other patrons, volunteers, or staff, including stalking, staring or lurking.
- Taking pictures, or video recording inside the library of other patrons, staff, computer screens, or underage patrons without the express permission of library staff and the patron or the guardian of the patron.
- Engaging in any sexual acts either singly or with others on library property
- Entering a library facility or Library grounds during a period of exclusion.

#### **Category C (Drug or Alcohol Possession or Use)**

- Being under the influence of alcohol or controlled substances.
- Possession or use of alcohol, or drugs

#### **Category D (Violation toward Person(s) or Property)**

- Damaging or stealing personal or Library property in Library facilities or on Library grounds, including but not limited to computer hardware and software, printers (see Library Board Policy, *Public Use of the Internet*), copiers, phones, and other equipment (ORS164.015) (valued under \$250).
- Verbally intimidating staff, volunteers, or other patrons.
- Engaging in any other behavior that would constitute a misdemeanor under applicable law.

### **Category E (Serious Violation toward Person(s) or Property)**

- Carrying, exhibiting, displaying, or drawing any weapon in a manner that demonstrates an intent to intimidate another or that warrants alarm for the safety of other people.
- Possession of any other dangerous weapon.
- Assault, fighting, or challenging to fight.
- Selling, using, or possessing controlled substances or selling alcohol (ORS 475.005).
- Damaging or stealing personal or Library property in Library facilities or on Library grounds, including but not limited to computer hardware and software, printers (see Library Board Policy, *Public Use of the Internet*), copiers, phones, and other equipment (ORS 164.015) (valued at \$250 or above).
- Refusing to leave Library property after being issued a Notice of Exclusion.
- Offensive touching and obscene acts such as sex acts, and indecent exposure (ORS 167.060).
- Trespassing in nonpublic areas, being in the Library without permission of an authorized Library employee before or after Library operating hours, remaining on Library property once excluded.
- Threatening other patrons, volunteers, or staff - verbally, physically, or in writing, including all forms of electronic media.
- Engaging in any other behavior that would constitute a felony under applicable law.

### **Enforcement**

Authorized Library staff and/or Port Orford police officers may intervene to stop prohibited activities and behaviors. Failure to comply with these rules may result in 1) withdrawal of a person's permission to remain on Library property and/or 2) issuance of a Notice of Exclusion from Library property for a period of one day to one year, as provided in policies and procedures issued by the Librarian. In rare cases, a person may be permanently banned from library property for repeated serious violations or actions that could cause serious damage to people or property.

A criminal law violation may also result in arrest and prosecution. Violations of law and/or these rules may also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment. Authorized personnel may base a Notice of Exclusion on personal observation or upon the sort of civilian reports that would ordinarily be relied upon by police officers in the determination of probable cause.

## **Administrative Review of Notices of Exclusion**

An individual who has received a Notice of Exclusion may make a timely request for an administrative review of an exclusion order that is for a period greater than 7 days.

## **Implementation and Delegation**

The Library Board delegates to the Library Director the authority to adopt policies, procedures, and guidelines to implement these Rules of Conduct. Such policies, procedures, and guidelines may include, but are not limited to:

- Specifying which Port Orford Public Library personnel are authorized to issue Notices of Exclusion.
- Specifying whether non-library personnel, including Port Orford Police Department personnel, may issue Notices of Exclusion and, if so, for which particular violations.
- Providing guidance regarding the range of possible periods of exclusion for particular violations, including factors such as the nature and seriousness of the violation and whether it is a first or repeat offense.
- Providing procedures for the administrative review of Notices of Exclusion.

## **APPLICABILITY**

The Rules of Conduct apply to all Library patrons. The enforcement aspects of this policy apply to all authorized Library staff members and law enforcement officers.

Non-disruptive behavior is expected of all library patrons. Behavior, which interferes with the peaceful and orderly management of the library, may result in expulsion from the library. Violators shall be denied use of the facilities for specific periods of time based on the severity of the violation.

Library staff and/or local law enforcement officers are authorized to expel persons or restrict the use of its facilities and premises, who fail to comply with this policy. 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 in accordance with applicable laws, ordinances, and rules.