

## Code of Conduct

**Purpose:** It is the policy of the Northwood Public Library to provide a safe, comfortable environment beneficial to all who use the library facilities. Patrons have the right to use the library undisturbed and library employees have the right to work without undue interference.

Disruptive behavior is any behavior that annoys or disturbs other patrons and causes them to voice their annoyance with the staff or drives them from the library including but not limited to the following behaviors:

- To willfully annoy, harass, or threaten other people.
- To behave in a disorderly, loud, or boisterous manner.
- To use belligerent, abusive or profane language.
- To violate any local, state, or federal law such as using alcohol, tobacco, or controlled substances on library property.
- To deface or destroy library property.
- To refuse to leave the library after regular closing hours.
- To leave children aged 8 and under in the library without the supervision of a caregiver.

### **Rules and Consequences:**

In order to prevent undue disruption of normal library activities and to provide for the general welfare of all persons using the library, the following rules shall be observed at the Northwood Public Library:

1. At the discretion of the library staff in charge, any patron who is being disruptive will be asked to correct their behavior.
2. If the disruptive behavior continues, the patron will then be asked to leave the premises for the remainder of the day.
3. If the patron refuses to cooperate by leaving the library, the police will then be contacted.

\*In extreme cases where a patron is consistently disruptive or engages in unlawful activities when he/she visits the library, the Director has the right to ban the patron from the library for an extended period of time. An appeal of this decision may be made to the Library Board at the monthly library board meeting.