

Code of Conduct Policy

Policy:

It is the policy of North Central Washington Libraries (“NCW Libraries”) to welcome every member of the community to use and enjoy their facilities, collections, programs, and services, and to prohibit patrons from engaging in disruptive behavior when accessing NCW Libraries’ property, facilities, or services.

Applicable RCWs:

RCW 27.12.290

RCW 9.41.300

Purpose:

The purpose of this policy is to establish rules of conduct for patrons and define prohibited behaviors that could be expected to interfere with the safe, secure, pleasant and respectful use of NCW Libraries’ property, facilities, or services.

These rules of conduct guide staff in maintaining an environment that encourages all patrons to use NCW Libraries’ property, facilities, and services in an appropriate and respectful manner. All patrons, regardless of age, are expected to follow the rules of conduct set forth in this policy. These rules of conduct apply everywhere NCW Libraries provides service, including, but not limited to, on or at all NCW Libraries property or facilities, in the community, on the website or social media, and by phone, chat or email. Each patron at or using NCW Libraries’ facilities is responsible for his/her safety, the safety of children in his or her care, and the security of personal belongings.

Statement of Policy:

1. Patrons are prohibited from engaging in disruptive behavior when accessing NCW Libraries’ property, facilities, or services. Disruptive behavior includes any behavior that may unreasonably interfere with any NCW Libraries activities, facilities or other property, or the comfort or safety of library patrons or staff. Whether conduct is deemed unreasonable is to be determined by NCW Libraries staff at their sole discretion.
2. Disobeying the direction of an NCW Libraries staff member or authorized designee when asked to stop a disruptive or prohibited behavior, or when requested to leave for violations of this or other NCW Libraries policies, rules, or regulations may result in a restriction of library privileges.
3. Patrons are required to comply with all current public health mandates, laws, or regulations issued by federal, state, or local authorities, including any public-health related rules adopted by NCW Libraries.

The following are non-exclusive examples of conduct not allowed on, at, or while using NCW Libraries property, facilities, or services:

- Behavior that is unsafe, disruptive, or prohibited by law
- Using hostile, aggressive, or vulgar language or gestures
- Behavior that is likely to cause personal injury to one's self or others
- Carrying, exhibiting, displaying, or drawing a firearm or other weapon (except lawful concealed carry)
- Consuming alcohol or marijuana on the premises, or being visibly intoxicated or impaired due to alcohol, marijuana, or a controlled substance
- Using library materials, equipment, furniture, building, or grounds in any manner that is inconsistent with normal library use
- Odor on one's person, clothing, or belongings that is so strong as to interfere with others' use and enjoyment of the library
- Wearing insufficient clothing (e.g. no top, no bottom, no shoes) while in the library
- Interfering with staff or library patron access to or exit from NCW Libraries property or facilities
- Soliciting (e.g. sales, canvassing)
- Bringing animals other than service animals into the library - exceptions may be granted for programming purposes
- Using tobacco products or electronic cigarettes in NCW Libraries property or facilities
- Using electronic devices in a manner that is disruptive to others
- Leaving personal belongings unattended
- Trespassing in non-public areas of the library
- Neglecting to provide proper supervision of children (see NCW Libraries Unattended Children Policy)

The following observable behaviors and activities are prohibited on, at, or while using NCW Libraries property, facilities, or services by federal, state, local, or other applicable law:

- Carrying or possessing a firearm or any other weapon without a valid conceal carry permit
- Smoking within 25 feet of a library entrance
- Viewing or printing illegal materials
- Selling or using alcohol or drugs
- Threatening or harassing behavior (e.g., fighting or threatening to fight, brandishing any item as a weapon, stalking, or verbally threatening to harm others or their property)
- Physically or verbally assaulting staff, volunteers, or other library users
- Sexual misconduct or sexual harassment (e.g., exposure, offensive touching, sexual acts, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct that is based on sex)
- Theft of library materials or items belonging to NCW Libraries or others
- Tagging or other vandalism

Enforcement

Authorized NCW Libraries staff, contractors, and/or law enforcement officers may intervene to stop prohibited activities and behaviors. Failure to comply with these rules may result in immediate removal from the premises and/or issuance of a Notice of Trespass from NCW Libraries property, facilities, or services for a period of one day up to permanently, as provided in NCW Libraries adopted procedures.

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 mail order services, library computers, and other equipment.

Administrative Review and Appeal of a Notice of Trespass

An individual who has received a Notice of Trespass may, within 10 days, request an administrative review of a trespass order.

By the enactment of this policy the Board of Trustees of North Central Washington Libraries is concurrently rescinding any prior policy or procedure within NCW Libraries that is either in conflict with or expansive of the matters addressed in this policy.