

# Appropriate Library Use Policy

Approved by: Library Board of Control, Date: Sep 2015, Revised: Apr 2017

## Introduction

The Bossier Parish Library System is supported by the taxes of Bossier Parish residents who expect each of our facilities to be clean, comfortable, and safe places for selecting materials, reading, researching, studying, writing, and attending Library programs and meetings. To this end, the Library Board of Control is responsible for establishing rules of conduct to protect the rights and safety of Library patrons, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facilities, and grounds.

The Children's Department is reserved for use by children, their parents or guardians, and adults interested in children's literature.

Enforcement of these rules will be in accordance with the *Banning Policy*.

## Regulations

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

- Engaging in any activity in violation of Federal, State, Local or other applicable law, or Library policy.
- Being under the influence of alcohol/illegal drugs and selling, using, or possessing alcohol/illegal drugs.
- Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching, and obscene acts such as sex acts and indecent exposure.
- Soliciting or conducting surveys not authorized by the Library.
- Stealing, damaging, altering, or inappropriate use of Library property in Library facilities or on Library grounds, including computer hardware and software, printers, copiers, phones, and other equipment.
- Violating the Library's *Electronic Access Policy*.
- Trespassing in nonpublic areas, being in the Library without permission of an authorized Library employee before or after Library operating hours, or camping on Library grounds.
- Fighting or challenging to fight, running, pushing, shoving, or throwing things.
- Creating disruptive noises such as loud talking, screaming, or banging on computer keyboards.
- Gambling and group activities which are disruptive to the Library environment.
- Conducting business for monetary gain.

- Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cell phones and other communication devices in a manner that disturbs others. Cell phone ringers must be switched to silent mode/vibrate.
- Improperly using restrooms, including but not limited to, bathing, washing hair, shaving, doing laundry, or changing clothes.
- Littering.
- Smoking, chewing, or other tobacco use, including alternative nicotine products in Library facilities.
- Entering the Library barefooted, without a shirt, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the Library environment. Clothing shall not have graphics, words, and/or other designs deemed offensive by Library staff.
- Consuming food or beverages in public areas of the Library, including restrooms (except for non-alcoholic beverages in closed containers as permitted by authorized library employees, water fountain use, baby bottles, nursing, at authorized events, and in specific areas of branch libraries as designated by the branch manager).
- Bringing in prohibited items that impede the use of the library by other patrons and staff.
- Using wheeled devices on Library property, except in designated areas, including skateboarding, roller-skating, bicycling, scooters, and shopping carts (exceptions i.e. wheelchairs, walkers, and strollers).
- Lying down or sleeping in the restrooms or on any floor, couch, table, or seat in the Library, and by blocking aisles, exits, or entrances by sitting or lying down in them.
- Neglecting to provide proper supervision of children. Children ages 9 and under must be supervised by an individual at least 16 years old at all times.
- Bringing pets or animals, other than service animals necessary for disabilities, into the Library, with the exception of animals involved in Library programming.
- Failing to comply with a reasonable staff/security request to cease behavior that interferes with the effective functioning of the library.

All bags and other articles are subject to inspection by security and other authorized personnel. The Library reserves the right to limit the size and number of items brought into the Library.