

Code of Conduct – Prohibited Behaviors

The Aledo Public Library's Code of Conduct identifies behaviors that are prohibited to protect the rights and safety of Library patrons and staff members, as well as to help preserve the Library's materials, facilities and property. These expectations apply throughout the premises, including inside the Library building, in the parking lot, in the greenspaces, and on Library computers and networks. Violations of the Code of Conduct may result in exclusion from use of Library spaces and resources and/or revocation of Library privileges. The Library reserves the right to request law enforcement assistance when dealing with conduct violations.

The Library Director may permanently revoke Library privileges if excessive conduct policy violations persist. The Library Director may reinstate lost privileges when adequate evidence of corrected misbehavior is proven.

The specific behaviors outlined in these rules should not be considered an exhaustive list of inappropriate actions but rather provide guidance for our patrons and staff regarding the types of behavior that will not be tolerated as well as expected consequences.

Prohibited patron behaviors include, but are not limited to:

- **Violation of federal, state, or local laws.** May also be reported to appropriate law enforcement officers.
- **Harassment and Assault**, including but not limited to threatening, abusive, or inappropriate speech, gestures, or actions; staring or leering; unwanted touching; intimidation; or stalking.
- **Sexual conduct and recording or viewing pornography.** Regardless of the consent of individuals directly involved, these behaviors present exposure and hygiene risks to the public and are not permitted.
- **Use or sale of drugs or alcohol.** Legal or illegal use or distribution of tobacco products, including electronic cigarettes ("vaping"), or consumption of alcohol is not permitted, nor is illegal use or distribution of controlled substances.
- **Possession of firearms** in the Library except as carried by law enforcement officers and others protected by law.
- **Disruptive behavior** that interferes with or distracts from the normal operation of the Library, disturbs Library patrons or staff, or endangers people or property, including but not limited to running, throwing objects, fighting, engaging in loud or boisterous physical behavior or talking, using offensive or inappropriate language, creating noxious smells, obstructing pathways, or otherwise impeding access to Library resources and services. Following or engaging with staff or Library users so that it interferes with their performance of duties or use of Library is not permitted.
- **Damaging, defacing, or misusing** Library materials, equipment, or facilities, including restrooms.

- **Violation of the Computer and Internet Use** policy. See policy for details.
- **Soliciting, surveying, petitioning, canvassing, or distributing** unapproved materials to staff or patrons without approval.
- **Violation of the Children Alone in the Library** policy. See policy for details.
- **Audio playback** without headphones or at a volume that disrupts or disturbs others.
- **Food or beverages** placed or consumed near Library computers, equipment, or electronic devices.
- **Large bags** left unattended or placed where they present a threat of damage, obstruct access to resources, or otherwise interfere with staff or patron use of the Library.
- **Wheeled devices** except as necessary for medical purposes, to take care of an accompanying child, or for transportation to/from the Library.
- **Parked vehicles** for purposes other than Library use without permission. A vehicle parked without permission may be towed at the owner's expense.
- **Bringing animals** inside the Library (other than service animals recognized by the ADA), except as allowed at a Library approved event; leaving an animal tethered or unattended on Library grounds; or allowing a permitted animal to behave in disruptive or threatening ways. Please clean up after your animals.
- **Taking library materials** into the restroom prior to checking them out.
- **Sleeping**, if over age 6.
- **Disobeying the reasonable direction** of staff, security, or law enforcement officers.
- **Improper clothing or shoes.** Body parts must be appropriately covered according to legal and hygiene standards, and attire must not be obscene as defined by law.
- **Offensive body odor** that causes a disturbance to others.

Appeals

Any individual who loses their Library privileges as set forth above may appeal the loss to an appeals committee designated by the Library Director and City of Aledo. Any such appeal must be made in writing and presented to Library staff within thirty (30) days of notice of such loss. The written appeal must state the basis for the appeal and the requested relief. The Library Director and the City Manager or their designee will consider any such written appeal and allow the individual to appear in person, explain the reasons for the appeal, and present any written evidence supporting the appeal (for example, eyewitness statements). If the individual wants any other person to speak before the appeals committee, the

appealing individual must state in the written appeal who he or she wishes to speak, what evidence they will provide, and why the information cannot be presented in writing. The appeals committee has sole discretion concerning whether any other person can speak before the committee. After hearing the appeal, the committee will notify the appealing individual in writing of the Library's final decision.