

# Town of Clayton Policy & Procedure Statement

	
Policy Number	LIBRARY 2023-01
Department	Library
Subject	Rules and Regulations for Conduct in the Library
Approved By	Town Council – Resolution #2023-15
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## **HOCUTT-ELLINGTON MEMORIAL LIBRARY RULES AND REGULATIONS FOR CONDUCT IN THE LIBRARY**

The mission of the Hocutt-Ellington Memorial Library (“Library”) is to be a welcoming space for building community and connecting people to ideas and resources. Library staff prioritize the comfort and safety of patrons, volunteers, and staff, and the protection of Library property. Disruptive behavior is defined as any patron behavior that interferes with the normal operation of the Library, or which unreasonably interferes with another patron’s ability to use the Library. The public is required to comply with all Library policies, including these following rules and regulations, which have been adopted by the Library Advisory Board.

1. **Noise.** Creating loud, unreasonable, and/or disturbing noises by persons, electronic devices, or cell phones is not allowed. Cell phone ringers should be silenced. Cell phone or other electronic conversations must be kept at a level that does not interfere with the Library experience of other patrons. Patrons may be asked to step outside in cases of prolonged disruption.

2. **Personal Conduct.** Disorderly conduct of any kind is not allowed. Alcohol and illegal drugs may not be possessed or consumed on Library property. Sleeping that interferes with other patrons or with staff activity is not allowed. Selling and/or soliciting of any kind is not permitted. Inappropriate conduct, aggressive behavior, or harassment of other Library patrons will not be tolerated.

Blocking aisles, doorways, restrooms, or walkways by people or property (including power cords) is prohibited.

Shirt and shoes must be worn at all times. Personal hygiene that constitutes a nuisance to other Library patrons and employees is not permitted.

3. **Personal Property.** Leaving personal property unattended is prohibited. All property must be within sight of the owner. Library staff are not responsible for the belongings of persons in the Library.

With the exception of baby strollers, large objects, such as carts or bicycles, may not be brought into Library facilities.

3. **Smoking.** Tobacco use of any kind is prohibited **in any Town of Clayton owned facility**, including all libraries.

4. **Children.** Children under the age of 10 and any person in need of supervision must be attended by a responsible adult at all times. Children up to the age of 17 must not be left at the Library after closing time. Seating in the children's area is prioritized for children and caregivers. No photographs should be taken of children without the express consent of the caregiver.

5. **Food.** Food and beverages may be consumed in the Library in designated areas. Liquids should have lids.

6. **Animals.** Only service or assistance animals may be brought into the building. Any service or assistance animals causing a disruption may be asked to leave the Library.

7. **Restrooms.** Library materials should not be taken into restrooms. Restrooms should be utilized in a manner that does not impede use by other patrons and employees.

8. **Library Property.** Furniture should not be moved or rearranged without prior permission from Library staff. Mistreatment or destruction of any town property—including Library facilities, furniture, and materials—is not allowed. Skateboarding is not allowed on Library property.

9. **Library Staff.** The harassment and/or ill-treatment of any Library employee, volunteer, or representative will not be tolerated. Examples include--but are not limited to—aggressive behavior, sexual advances, inappropriate conversations, stalking behavior, threats, etc.

10. **Illegal Conduct or Activities.** Any other illegal acts or conduct in violation of Federal, State, or local law, ordinance, or regulation including G.S.14-208.18 (Sex offender unlawfully on premises) is not permitted. Carrying weapons of any type with the exception of those allowed under NC General Statutes is not permitted.

Failure to comply with the Library's rules may result in exclusion from the Library for the day, or permanently and/or in arrest. Any behavior not specifically addressed in this document, but deemed a public hazard, safety violation, disruption, or nuisance is also subject to the following penalties and actions at the discretion of Library management. The order of these penalties and actions may differentiate based on the severity of the violation.

**Warnings.** When a violation of these regulations is observed by any Library staff member, they will address the occurrence and provide a copy of this document upon request. Three warnings regarding disruptive behavior will require more severe action by Library management.

**Temporary Ban.** Individuals causing multiple or significant disruptions may be asked to leave the Library for a day or other length of time deemed appropriate by Library management. This will include the individual's Library card flagged as inactive for the designated length of time.

**Contact of Law Enforcement.** For individuals who refuse to comply with these rules and directives of the Library and its staff, law enforcement may be called to assist in removing the individual.

**Permanent Ban.** Prolonged or extreme behavior that violates Library policies and regulations may result in a permanent ban from the Hocutt-Ellington Memorial Library. The individual banned will receive a certified letter as official notice, reviewing their violation(s). Law enforcement will be informed, and any attempt by the individual to return to the Library will constitute as trespassing.

Any disputes of these regulations or actions may be addressed with the Library Director. Appeal of a ban will go before the Library Advisory Board and must include a written statement.