

Rules of Conduct

The Woodward Public Library's Rules of Conduct Policy has a threefold purpose: to protect the rights and safety of library customers, to protect the rights and safety of library staff members, and to preserve and protect the library's materials, facilities, and property.

The Rules of Conduct Policy shall apply to the building, interior and exterior, and all grounds operated by the City of Woodward and to all persons entering in or on the premises.

Library customers are expected to conduct themselves in a manner that enables other customers, staff, and themselves to accomplish their intended library tasks in a safe, reasonable, pleasant, and orderly environment.

The Woodward Public Library director and/or staff reserve the right to restrict the use of the library and its premises to person(s) who do not abide by the library's Rules of Conduct Policy. Failure to comply with the library's established rules and policies could result in expulsion from the library and revocation of library privileges for a period of one day to one year, and/or appropriate legal action.

Any person excluded from the use of the library building, property, and/or services may request in writing that the library director reconsider such a decision and present evidence that the exclusion is not warranted under the circumstances or that he/she no longer poses a threat as described.

Examples of unacceptable behavior or activity include, but are not limited to

- Engaging in any activity in violation of federal, state, or city ordinance
- Not complying with library policies and/or procedures on the use of library equipment or materials
- Failure to comply with a reasonable staff request
- Annoying, harassing, or threatening of another person
- Speaking abusively and/or using profane language to library staff or customers
- Behaving in an unlawful, disruptive, or potentially harmful manner that may result in injury or harm to any library customer or staff, including challenging another person to a fight or engaging in any fight.
- Engaging in sexual activity of any kind, such as sexual harassment, indecent exposure
- Bringing weapons, concealed or otherwise into the library, except by law enforcement officials
- Being under the influence of alcohol or illegal drugs; selling, using, or possessing alcohol or illegal drugs
- Stealing, rearranging, defacing, or destroying library property
- Blocking or impeding access of others or bringing items in that take up an excessive amount of space or present a potential danger
- Monopolizing/obstructing library space, equipment, materials, or facilities to the exclusions of others, for example: loitering.
- Behaving in a disorderly, loud, or disruptive manner such as loud talking, screaming, or banging on computer keyboards
- Operating electronic or cellular equipment in an audibly disruptive manner
- Prolonged sleeping or lying down in or on library premises
- Petitioning, soliciting, or distributing/selling merchandise without the authorization of the library director
- Posting or distributing unauthorized material
- Attempting to obtain a library card with false identification

- Entering the library barefoot or without a shirt or removing one's footwear or shirt while in the library, or being otherwise attired so as to be disruptive to the library environment
- Improper use of library restrooms such as bathing, shaving, shampooing, or doing laundry
- Poor personal hygiene such as clothing odor, body odor, lice or other body/article infestation, communicable diseases, or contagious illnesses of which interfere with the use and enjoyment of the library by other library customers or staff
- Leaving minors under the age of 10 or individuals requiring care unsupervised or unattended. See the library's Child Safety Policy.
- Bringing in bedrolls, sleeping bags, luggage, camping backpacks, or other oversized items.
- Bringing pets or animals, other than service animals necessary for disabilities, into the library, except as authorized by the library director
- Operating roller skates, bicycles, skateboards, motorized or non-motorized scooters or other similar devices in the library or on library grounds; restrictions do not apply to ADA assistive devices or baby strollers.
- Being in an unauthorized area of the library or remaining in an area after its closing
- Bringing outside food or beverages without lids into the library; only beverages with lids allowed
- Use of tobacco products in the library including electronic cigarettes/vaping devices or any other product packaged for smoking or the simulation of smoking. No smoking within 25 feet of entrance according to state law.
- Engaging in any activities while on library premises that are not related to the proper use of the library
- Littering on library premises
- Personal property left at the library for more than 30 days will be donated to charity or disposed of.
- WPL assumes no responsibility for lost or stolen property.

Amendments

The Woodward Public Library with the support of its board of directors is authorized to amend or revise this policy as deemed necessary.

Adopted May 2004; Revised April 2009; May 2013, June 2016, March 2018, January 2020

