

## **PRESCOTT VALLEY PUBLIC LIBRARY CODE OF CONDUCT**

These rules of conduct are intended to protect the rights, health, and safety of library patrons, staff, and volunteers, and to preserve and protect the library's materials, equipment, facilities, and grounds.

To effectively carry out their responsibilities to the public (including ensuring a safe environment for themselves and the public), Library staff must have authority to exercise reasonable control over their work areas and over public areas in the Library.

### **REFERENCE:**

**Town of Prescott Valley Administrative Policy No. 1-07 “[TOWN FACILITIES USAGE](#)”**

**[A.R.S. §9-416](#) “Powers of Trustees”**

**[A.R.S. §13-2921](#) “Harassment”**

**[A.R.S. §13-2904](#) “Disorderly Conduct”**

**Prescott Valley Public Library “[Lost and Found](#)” Policy**

**Prescott Valley Public Library “[Sales or Solicitation of Funds](#)” Policy**

In accordance with ARS §9-416(1), it is the policy of the Prescott Valley Library Board of Trustees to prohibit disruptive behavior in any part of the Library premises. This Policy is intended to supplement any U.S. statute or regulation, Arizona statute or regulation, Prescott Valley Town Code provision, or Prescott Valley Town Policy which may also apply to any part of the Library premises.

Disruptive behavior is any behavior likely to (a) interfere with the ability of patrons to reasonably enjoy Library services, (b) interfere with effective operation of the Library, (c) reduce the safety of patrons and Library staff, or (d) cause damage or loss to Library facilities, furnishings, equipment, or materials. Examples of disruptive behavior include (but are not limited to):

1. Boisterous “horse play” or “rough housing”
2. Consumption or exchange of tobacco, drugs, or alcohol. This includes the use of e-cigarettes, vape pens, and other like items and devices.
3. Consumption of food or drink in non-designated areas (per Food and Drink Policy)
4. Criminal activity such as assault, trespass, criminal damage, arson, theft, gang activity, weapons violations, gambling, illegal drug use, sexual offenses, exploitation of children, etc.
5. Damaging or defacing books, magazines, newspapers or other media, or displays
6. Display of obscene material (including display on view screens on any device)
7. Entry into non-public areas (except with approval of Library staff)
8. Failure to properly supervise children and/or vulnerable individuals under a person's responsibility at that time
9. Inappropriate public displays of affection
10. Misuse of furnishings and equipment
11. Sustained loud conversation or other noise

12. Harassment (as defined by A.R.S. §13-2921 “Harassment”)
13. Failure to dress appropriately, including lack of shirt and/or shoes.
14. Violating the Library’s Sales or Solicitation of Funds policy
15. Violating the Town Facilities Usage policy
16. Leaving personal belongings unattended. (see also Library’s Lost and Found policy)
17. Use of Library telephones (except with approval of Library staff)

In addition to any other penalty which may be applied by other agencies for disruptive behavior in any part of the Library premises, failure of Library patrons or other persons to comply with this Policy may result in their expulsion from the Library premises and loss of future Library privileges for up to one year.

- 1) If patrons are non-compliant with Library staff’s request to refrain from disruptive behavior, they may be asked to leave the Library.
- 2) Volunteers should defer to Library staff in disruptive behavior situations.
- 3) If circumstances allow, Library staff should attempt to resolve the disruptive behavior in a calm but firm manner.
- 4) If it appears that disruptive behavior is escalating, Library staff should immediately contact the Library Management or the Librarian in Charge (LIC).
- 5) Library staff should not place themselves or other persons in harm’s way but should call the police to assist with the removal of a non-compliant disruptive patron.
- 6) Sanctions applied to disruptive behavior under this Policy should be commensurate with the seriousness of individual events and/or the total number of events by the same person. Where possible, progressive sanctions should be applied.
- 7) If a minor has caused disruptive behavior, Library staff may ask the minor to call a parent or guardian informing them that they are being asked to leave the Library. Library staff may then ask to speak with the parent or guardian.
- 8) In the event the police are called to assist with a disruptive behavior incident, the resulting police report will be reviewed by Library Management. If Library Management determines that future library privileges of the disruptive patron should be revoked as a sanction for such behavior, Library Management will send a letter by regular U.S. mail and by certified mail (return-receipt requested) to the address indicated in the police report setting forth the nature of the disruptive behavior and the period of time that Library privileges will be revoked. The letter will inform the disruptive patron of his/her right to request a review of the Management’s decision to revoke by the Library Board of Trustees. Any such sanction shall be effective until revised by majority vote of the Library Board of Trustees. Failure to request in writing a Library Board of Trustees hearing within 30 days after the date of the revocation letter shall result in the sanction becoming final. Any review hearing shall be held in accordance with rules established from time to time by the Library Board of Trustees.
- 9) This Policy may be enforced in accordance with any applicable law. Nothing herein shall prevent the Library from requesting an Injunction Against Harassment in the Prescott Valley Magistrate Court.

**Revised and Adopted: December 3, 2019**