

**Prince William Public Libraries
Library Policies**

Code of Behavior

Approved by the Library Board of Trustees 10/22/2020

Page 1 of 3

General

These rules and guidelines are for the protection of all who use the library. It is important that all library patrons comply with these standards of conduct while on library property to ensure that there are no disruptions in the normal business of the library. The Library staff may require a patron to leave the premises, may call the police or ultimately bar a patron from the library for noncompliance with this Code of Conduct.

1. Food and Drink

- Eating and drinking are prohibited with the following exceptions:
 - Beverages with lids, bottled water, baby bottles and toddler spill-proof cups;
 - Food and drink used in library programs and meetings held in the library's meeting rooms as indicated in the Community Room Policy.
- Smoking or the use of tobacco or tobacco products is prohibited in library buildings, including the restrooms.
- Consuming or possessing alcoholic beverages on library property is prohibited.

2. Noise

- Conversing, laughing or otherwise talking or shouting in a loud and disruptive manner as well as other noisy activities, to include but not limited to cell phones and other electronic devices used in a manner that disturbs other patrons, shall be prohibited.
- Cell phones must be placed on the vibrate mode while in the library. Patrons who converse loudly, particularly when using a cell phone, may be asked to continue their conversation outside or in the front lobby.
- Radios, personal computers and other audio devices must be used with headphones.
- Running or jumping is prohibited.
- Parents must maintain control over their children.

3. Respect for Others

- Loud, aggressive, threatening behavior towards staff or another patron is prohibited. This includes the use of profanity.

**Prince William Public Libraries
Library Policies**

Code of Behavior

Approved by the Library Board of Trustees 10/22/2020

Page 2 of 3

4. Hygiene/Proper Attire

- Shirt and shoes are required in the library.
- Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons shall be required to leave the building.
- Wet bathing suits or towels shall not be worn or brought into the building.

5. Restrooms

- Using the public restrooms for shaving, bathing or as laundry facilities is prohibited.

6. Unattended Children

- Children under the age of 12 must always be accompanied by an older responsible person and should not be dropped off at the library.
- Children eight years of age and under must be directly supervised by an older responsible person on the premises. The only exception to this rule is for school aged children attending library sponsored programs, but the parents or other adults accompanying the children must remain in the library during scheduled library programs.
- Parents or caregivers are responsible for the behavior of their children at all times but the Library reserves the right to address any behavior which is deemed unsafe or not in compliance with these guidelines.

7. Pets/Animals

- Patrons may not bring animals into the library, other than those necessary for the disabled.

8. Solicitation

- Selling, soliciting, or mass distribution of unapproved materials is prohibited (See Solicitation Policy for more information).

9. Illegal Activities

- Illegal activities including, but not limited to, abusive or threatening behavior of any kind, littering, obscene language, robbery, sexual misconduct, stalking, substance abuse and drug dealing, theft or vandalism and using the Internet inappropriately are prohibited.

**Prince William Public Libraries
Library Policies**

Code of Behavior

Approved by the Library Board of Trustees 10/22/2020

Page 3 of 3

10. Library Grounds And Parking Area

- No skate boarding, roller-skating or bicycling inside or outside on library property.
- Camping on library grounds is prohibited.

11. Respect For Materials And Equipment

- Activities or behavior that may result in damage to library property, including making any attempts to damage computer equipment or alter software configurations are prohibited.

12. Computer Use In The Library

- Patrons will abide by state and federal laws as well as the Library Internet and Computer Use Policy when accessing the internet on library computers or on personal computers when used in the library.
- The Library reserves the right to assure library users that access to specific internet sites does not cause a disturbance which would disrupt normal library service.

13. Emergencies

- When the alarm sounds or in an emergency situation, please follow staff directions promptly.

14. Health and Safety

- Patrons will abide by local, state and federal laws, rules, regulations, executive orders and guidelines relating to health and safety when using the library.

If you observe patron's behavior which does not meet this Code of Conduct, please do not confront the patron; contact a staff member.

*Adopted by the Library Board of Trustees 10/22/2020
Supersedes 5/21/2015, 3/28/2013*