





## **PATRON BEHAVIOR CODE OF CONDUCT**

In order to provide a suitable environment for use of the library, the following forms of conduct are not permitted in the library or on library property.

1. Loud conversation disturbing to people in reading/study areas.
2. Abusive or obscene language.
3. Sitting on tables; and/or blocking or interfering with individuals.
4. Loitering with no intent to use library services.
5. Children and adults in the library without shoes and shirts.
6. Animals in the library except for working dogs or for use in programs authorized by Library Director.
7. Use of tobacco products.
8. Consumption of alcoholic beverages or illegal substances.
9. Consumption of food or beverages in the building, except in staff areas or by permission of the Director.
10. Soliciting, surveying, selling of any kind, political campaigning, or distribution of leaflets not specifically approved by library administration.
11. Theft, mutilation, and defacement of library property, including building, grounds, equipment, restrooms, and other materials.
12. Running or other disorderly conduct in the library.
13. Unless attending library programs, children aged eight and under, not accompanied by a responsible adult or caregiver, age 12 or older.
14. Refusal to leave the library at designated closing times.
15. Harassment or invasion of privacy of library employees or patrons.
16. Sexual contact, exhibitionism, or abuse of any kind to another person, such as but not limited to physically harming, threatening, or disturbing other patrons or staff and/or passing to staff or patrons of undesirable, suggestive, profane, or objectionable materials is not acceptable and will not be tolerated.
17. Violation of posted computer guidelines.



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18. Violating the library's guidelines on photography and video recording in the library.
19. Emits a foul odor that impedes the use of the library by patrons or impedes the ability of library staff to conduct the business of the library.

A person violating any of the above actions will, after warning by library personnel, be asked to leave the premises. A person who persists in the disapproved conduct, and who refuses to leave the building and grounds when requested will be reported to the police.

### GUIDELINES FOR INTERNET ACCESS

1. The user must have a current Russell Public Library card. Patrons with five or more overdue items or any number of lost and unpaid items will not be allowed Internet access.
2. User (and parent/guardian, if the user is under 18 years of age) must read and sign the library's Internet Use Agreement. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian.
3. Internet access will be available, subject to periodic maintenance and/or programs, during the library's regular open hours. **THE PUBLIC ACCESS COMPUTERS WILL BE SHUT DOWN TEN (10) MINUTES BEFORE CLOSING EACH DAY.**
4. Use of the Internet access computers will be on a first-come, first-served basis. **EACH USER MUST CHECK A MOUSE IN AND OUT** at the circulation desk. A time limit of thirty (30) minutes will be in effect *if other patrons are wishing to use the computers*. Those using the Internet access computers will agree, as a condition of use, that if another patron is waiting or a library staff member needs to use the computer for library-related tasks, they will make the computer available immediately after being informed by the library staff that another person is waiting.
5. CDs are available for a minimal charge for patrons to save files on, or they may use their own USB drives.
6. Installation, downloading or modification of software is prohibited.
7. Prompt payment is required by users who incur charges for printing (.25 per page for black and white copies and \$1.00 per page for color copies.)
8. **MISUSE OF THE COMPUTER WILL RESULT IN THE PERMANENT LOSS OF COMPUTER PRIVILEGES.** Such misuse includes, but is not limited to,
  - a. using the computer for illegal activities;
  - b. hacking into the library computer system or any other computer system;
  - c. damaging or attempting to damage computer equipment or software;
  - d. interfering with systems operations, integrity, or security; gaining unauthorized access to another person's files;
  - e. sending harassing message to other computer users;
  - f. altering or attempting to alter the library computer's settings;



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- g. violating copyright laws and software licensing agreements;
- h. displaying any visual images containing obscenity or gratuitous violence;
- i. using an Internet access station to display or disseminate sexually explicit or sexually suggestive material;
- j. advertising or commercial activity; and
- k. failing to vacate computer when asked to by library staff.

Illegal acts involving library resources may be subject to prosecution by local, state, Federal officials.