

Rigby City Library Code of Conduct Policy

Rigby City Library (Library) is supported by the taxes of the citizens of the City of Rigby who have a right to expect that our Library will be a clean, well-maintained, and secure place. Care has been taken to create and maintain a courteous, pleasant, and safe atmosphere enjoyable for all library users. To this end, the Library is responsible to establish rules or codes of conduct to protect the rights and safety of Library patrons, volunteers and staff, and to preserve and protect the Library's materials, equipment and facilities.

Enforcement of these rules will be conducted in a fair, humane, and positive manner for the benefit of all. Library staff maintain the flexibility to handle policy enforcement to stop prohibited activities and behaviors, including contacting the City of Rigby Police. Failure to comply with the Library's established rules and policies could result in removal from the premises and exclusion from the Library for a period of one day to one year. Violations could also result in the restriction and/or termination of specific Library privileges, such as the use of Library computers.

Use of the Library, its grounds, or its services may be denied for due cause. Such cause includes but is not limited to:

- Failing to follow Library policies
- Failing to return Library materials
- Failing to pay fines
- Damaging or misusing materials or property
- Removing Library materials from the building without checkout.

Use of the Library, its grounds, or its services may be denied for on-site activities deemed objectionable by the Library Board. Such activities may include, but are not necessarily limited to the following:

- Being under the influence of alcohol or illegal substances
- Sleeping
- Using any electronic equipment which disturbs other patrons
- Taking photographs or videos of library users without their permission
- Smoking, using tobacco products, or any vaping devices
- Not being fully clothed (including shirt and shoes)
- Neglecting personal hygiene so that it constitutes a nuisance to other patrons
- Bringing animals into the Library (except service animals that are in accordance with ADA requirements) or leaving unattended animals on the grounds
- Bringing possessions into the Library which could create obstructions or hazards for other patrons or staff or which cannot fit under a study chair or carrel surface or leaving such possessions unattended on the grounds
- Selling, soliciting, panhandling, or loitering

- Misusing the restrooms (e.g. laundry, bathing, shaving, dressing)
- Leaving adults requiring supervision or minors unattended for long periods of time
- Excessively loud talking, using offensive language, making noise or engaging in disruptive or threatening conduct
- Interfering with any other person's use of the Library, including but not limited to harassing, intimidating, stalking or prolonged staring at other customers or staff
- Interfering with Library personnel in the performance of their duties
- Engaging in illegal activity or illegal behavior
- Bringing weapons into the Library unless authorized by law
- Eating and drinking except as designated; beverages must be in covered containers
- Disobeying the reasonable direction of a Library staff member
- Skateboarding, roller skating, or any similar activity

Violation of local, state, or federal law will be reported to the proper authorities.

Patron behavior in a Board Meeting

- All meeting Attendees who are not library trustees or employees are classified as visitors.
- Visitors will be introduced in the proper agenda item.
- No visitor may interrupt the business of the Board.
- No visitor is allowed to participate in the voting of the Board.
- All visitors must leave the meeting when the Board enters into executive session.
- Visitors who are disruptive and hinder the business of the meeting will be asked to leave the meeting.
- There are three categories of visitors. Each category of visitor has certain rights and responsibilities outlined heretofore:

1. Invited Visitors (allotted time as needed):

- The Library Director or a Trustee may invite a visitor to address the Board of Trustees on a matter of business.
- These visitors will be invited to address the Library Board at the appropriate agenda item.
- The comments will be confined to the item of business he/she was invited to address.

2. Advanced Notification Visitors (allotted time five minutes):

- A visitor may contact the Library Director by phone, email, or in person and request to address the Board at their regular meeting.
- The request must be made at least one week in advance of the meeting.
- The purpose must be stated for addressing the Board.

- The Director will notify the visitor if the request to address the Board has been granted and where the visitor has been scheduled on the agenda.
- Comments must not exceed five minutes.

3. Unannounced Visitors (2 minutes, at the invitation of the Board Chairperson):

- An unannounced visitor will be limited to address the trustees only at the invitation of the Board Chairperson.
- Comments must pertain to the business of the Library.
- Issues may be considered for discussion on a future agenda.
- Comments must not exceed two minutes.

Individuals who repeatedly violate the behavior policies after having been previously excluded for Library policy violations may face a longer exclusion than indicated in these guidelines. Repeat offenders need not violate the same policy to be subject to stricter enforcement and may not be warned that their behavior is inappropriate before being excluded.

Repeat Violations

Any persons excluded or who has lost all Library privileges for a period of one year may appeal the decision to the Library Board of Trustees (the “Board”). The individual aggrieved must file a written notice of appeal after he/she receives the exclusion. Such notice shall be filed with the Library Director. The Board shall hold a hearing within 30 days after the notice has been filed. The individual shall be notified at least 10 days before the hearing of the time, date, and location of the hearing. Decision. Within 30 days of the completion of the hearing, the Board shall issue a written decision stating the reasons, therefore. The Board shall have power to affirm or reverse the written determination or to remand it to the Director or designee with instructions for reconsideration.

Adopted by Rigby City Library Board of Trustees on: 5-28-2024