



Code of Conduct Policy

Scope

Gates Public Library Board of Trustees and Staff are committed to providing a dynamic place of discovery where everyone feels safe and welcomed to access library spaces, services, and resources. To achieve this, the code of conduct is a set of guidelines for everyone, patrons and staff. The Library Director or designee is authorized and directed by the Board of Trustees to interpret and enforce the Library Code of Conduct.

Code of Conduct

To ensure a safe and positive library experience for all, please adhere to the following:

- Follow instructions and requests of Library staff.
- Proper attire, including shirt, shoes, and personal hygiene is required.
- Be respectful and considerate of Library property, staff, and other Library users.
- Discrimination will not be tolerated. Harassment will not be tolerated.
- Parents, caregivers, and aides are responsible for the people in their care. Children under five years old must be attended and adequately supervised at all times by a responsible person (parent, or caregiver age 14+).
- Only designated service animals are permitted in the Library.
- Maintain a volume that is undisruptive to others. Any use of profanity, abuse, or harassing language is prohibited, including language emitted from electronic devices.
- Unlawful behavior or disruption of Library use that is harassing, defamatory, or threatening is prohibited.
- Defacing, damaging, or stealing Library property including materials and equipment is prohibited.
- Unauthorized solicitation or distribution of any materials of any kind is prohibited.
- Smoking on any device is prohibited.
- Possession or consumption of alcohol or illegal substances is prohibited.
- Photography or filming is prohibited in non-public areas; it is also prohibited if it includes images of library users without their explicit permission, or if it disrupts library operations.
- Drinking (except for non-alcoholic beverages in covered containers) and sleeping are prohibited.
- Using bicycles, skates, skateboards, or similar items inappropriately on library property is prohibited.
- Bathing, shaving, or washing clothes is prohibited.
- Bringing weapons of any kind into the library is prohibited.

If you observe someone violating the Code of Conduct, please bring the violation to the attention of a staff member immediately.

Individuals found in violation of this policy may be required to leave the library premises. Continued violation of these rules may result in barring access for an extended period of time.

Adopted by the Gates Public Library Board of Trustees: April 20, 1988. Revised: July 21, 1993; February 21, 1996; March 19, 2014; June 15, 2020; June 21, 2023