

## Policy 3-1-2. Patron Responsibilities and Rules of Conduct

*Revised 1/15/2026*

Josephine Community Library District (JCLD) is dedicated to creating an inclusive environment for everyone, regardless of their age, sex, race, religion, ethnic origin, disability (physical or mental), appearance, sexual orientation, socioeconomic status, political affiliation, gender identity, or gender expression. This policy applies to all library property, including the interior and exterior of buildings, parking lots, and library grounds. Any language or behavior that threatens or damages this environment is prohibited on all library properties and may result in expulsion from the premises, either temporarily or permanently.

Dangerous, destructive or illegal conduct, including but not limited to the following, will not be tolerated:

- Physical abuse or assault, including fighting or challenging others to fight;
- Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature,
- Damaging, destroying, stealing, or otherwise vandalizing library property.
- Use of alcohol, illegal drugs, or drug paraphernalia on library property.
- Day camping or extended resting on library property without actively using library services (See Policy 3-4-12 Library Grounds).

Any person engaging in the above behavior(s) will be asked to leave the library property immediately with no further warning, and library privileges will be suspended for 90 days. In addition, law enforcement may be called, and appropriate legal action may follow.

### **A. Rules of Conduct**

For the comfort and safety of patrons, volunteers, and staff, and the protection of library property, the following are the library rules of conduct:

- Patrons shall respect the rights of staff, volunteers, and other patrons; offensive gestures, sexual harassment, profanity, abusive and harassing language, and other disruptive or badgering behaviors that may prevent staff from being able to perform their work will not be tolerated.
- Patrons are responsible for the behavior and supervision of their children; children aged 10 and younger must be accompanied by a parent, guardian, or responsible caregiver at all times and in all areas of the library.
- Use of tobacco products, including smoking and vaping, controlled substances, or alcohol on library property is prohibited.
- Beverages with lids are allowed in the library except in all computer areas, unless otherwise prohibited. Food is limited to designated eating areas.
- Cell phone ringers must be turned off or to a non-noise setting upon entering the building; cell phone conversations should take place outside the library. Online conversations via Zoom or other app should also take place in

designated areas or outside the library.

- To maintain a quiet and respectful environment, patrons must keep the volume of their personal devices low. Brief online check-ins, such as a quick response or short conversation, are allowed; however, extended conversations or activities with repeated sounds, like gaming or virtual meetings, are not permitted in shared areas. Additionally, music, loud demonstrations, or any noises that may disrupt other patrons are strictly prohibited. Service animals, but no pets, are welcome in the library. Animals may not be left outside unattended within 10 feet of entrances.
- Only service animals, as defined by the Americans with Disabilities Act (ADA), are permitted inside the library. Pets are not permitted indoors. Animals brought onto library property must remain leashed, under control, and may not be left unattended within 10 feet of entrances. Patrons must wear shoes and garments that cover the upper and lower torso at all times in the library.
- Patrons' personal property should not block library doors, aisles, or access to materials and should not be left unattended.
- Bicycles, carts, and other objects too large to store without impeding others must be left outside.
- Patrons will need to stay awake while in any of the branch library facilities. We understand that patrons may doze off, and staff will conduct wellness checks on patrons who are not alert.
- Patron's personal hygiene (body odor, excessive perfume) should not interfere with other patrons' comfortable use of the library.
- Bathrooms are for bathroom use only. Washing, shaving, bathing, sleeping, or other misuse of restrooms is prohibited. Restrooms are available for patrons actively using library services (e.g., attending programs, using collections, or holding a valid library card).

## **B. Enforcement**

When a library staff person becomes aware that any patron is violating a library rule, the staff person shall take appropriate enforcement measures, as follows:

- A person whose behavior violates this policy will be informed of the rules and asked to cease the behavior. A copy of this policy will be available on request.
- For serious violations (including disruptive behavior and failure to comply when requested) the staff person may require the person to leave JCLD premises and not return the same day.
- Subsequent offenses, refusing to comply with staff instructions, unlawful conduct, or conduct which is immediately threatening to the safety of patrons or staff will result in 90-day suspension of library privileges. In addition, law enforcement may be called, and appropriate legal action may follow. Depending on the severity, time may be determined at the discretion of the Library Director.

- When a patron is alleged to have violated a library policy, or when staff reasonably believe a violation may have occurred and additional review is necessary, the Library Director or designee may temporarily suspend or limit a patron's access to library services or facilities while the matter is investigated. Such interim action is not a final determination and will remain in effect only for the duration necessary to assess the incident and determine appropriate next steps. Interim limitations may include restriction from specific services, areas, or library properties and are intended to protect the safety of patrons, volunteers, and staff while ensuring a fair and consistent review process. Interim measures will be documented and reviewed by administration as promptly as practicable.
- Failure to leave or re-entering JCLD property prior to termination of a suspension will constitute trespassing.
- If a violation is particularly egregious or dangerous or a customer engages in the same activity repeatedly, the library may permanently ban that customer from either a service (such as using the public computers) or from the library premises.
- Any criminal activity shall be reported to the appropriate law enforcement agency.
- A person who feels his or her library privileges have been wrongly suspended may appeal the decision in writing to the library director or designee within 30 days of receiving notification. The decision of the library director will be final.
- Staff are not required to personally intervene in unsafe situations. In such cases, staff must maintain distance and request assistance from law enforcement or contracted security.