

Code of Conduct Policy

The purpose of this policy is to ensure a safe, welcoming, and respectful atmosphere for Swarthmore Public Library (SWPL) members, volunteers, and staff. These policies are applicable to all library users and are enforceable by all library staff and volunteers.

Regulations

Basic Regulations

- Shirt, shoes, and bottoms must be worn at all times in the library.
- Conform to generally acceptable standards of hygiene and cleanliness, such as body odor that is sufficiently foul to be a nuisance to other library users; and wearing infested clothing or carrying infested personal effects.

Food and Drink Regulations

SWPL's food and drink guidelines are intended to preserve our library materials, computer equipment, and furnishings, while maintaining a pleasant and comfortable environment for our readers and staff.

- Non-alcoholic beverages in spill-proof, covered containers may be consumed in the Library, except in *prohibited areas.
- Dry, non-perishable snacks may be consumed in the Library, except in *prohibited areas.
- Users are expected to be responsible and adopt the "leave no trace" philosophy in their use of food and drink in the Library by properly disposing of all trash, removing any traces of food and drink, and cleaning all surfaces.

*Prohibited areas include the public computer terminals and the Print & Copy Station.

Prohibited Behaviors

The following behaviors and items are expressly prohibited:

Illegal activities

This includes:

- Visible impairment, or possession and use of illegal substances and consumption of alcoholic beverages
- Smoking and use of tobacco and vapor products in library building
- Indecent exposure and sexual activity
- Stealing, damaging, altering or attempting to alter, any property belonging to the Library or Library patrons.
- Threatening others with weapons or dangerous objects that may cause serious bodily injury
- Criminal trespass, including entry into the library while banned
- Soliciting or panhandling.

Harmful, disruptive, or destructive behaviors

This includes:

- Threats, harassment, or intimidation of another person, including following a person, staring, threatening, taunting or inflicting physical or verbal abuse.
- Leaving children unsupervised or uncontrolled (see Unattended Children Policy).
- Trespassing in restricted staff areas
- Campaigning, petitioning, survey-taking, soliciting, sales, distributing leaflets, and any speech or conduct that interferes with another person's right to use the library or with staff performance of their duties
- Disregarding the reasonable direction of library staff members

Inappropriate behaviors

This includes:

- Viewing websites that are inappropriate.
- Utilizing Library facilities for non-approved Library purposes.
- Excessive noise, including loud talking, loud audio equipment, and use of profanity.
- Loitering in the Children's Area by an adult unaccompanied by a minor.
- Monopolizing staff time or library resources
- Sleeping
- Bringing animals inside the library (except for service animals required because of a disability or animals that are part of a library-sponsored activity)
- Unattended bags or belongings; the Library is not responsible for stolen or lost property.

The library reserves the right to respond to any and all conduct not expressly set forth herein but which is deemed by library staff to unreasonably interfere with the use of the library by other customers or interfere with the performance of their duties by library employees.

Procedures

Any library user who violates this Code of Conduct may be subject to one or all of the following:

- Reminder behavior is not appropriate.
- Warning that inappropriate behavior must be stopped immediately.
- Direction to take all personal belongings and leave the premises immediately.
- Intervention by law enforcement.
- Barred from any subsequent use of the library for a length of time to be determined by the Library Director. The length of time can range from 1 day to 1 year, and will be determined by the severity of the infraction.

Right to Appeal

Any individual who has been banned for any length of time may request to have the decision reviewed by the Board of Trustees of the Swarthmore Public Library. The request must be made in writing and submitted to the Library Director and the President of the Board of Trustees.

***Adopted by the Swarthmore Public Library Board of Trustees April 14, 2006
Revised November 17, 2015; February 21, 2017; September 6, 2022***