

SALEM PUBLIC LIBRARY CODE OF CONDUCT

Administrative Rule No. 101-01

Adopted: 07/27/2015

Revised: 08/08/2017

Introduction:

The Salem Public Library (Library) welcomes all residents and visitors and is dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community.

The Library seeks to provide its users with a safe and pleasant library experience in an atmosphere conducive to studying, reading, learning and appropriate use of materials and services. The Library recognizes its unique position and responsibility to educate, inform, and enlighten the community through the sharing of a vast collection of resources that enable all to participate fully in our democratic society as members of a knowledgeable and educated citizenry.

Practice:

With public service being its highest priority, the Library has established certain rules and regulations governing its use, such that all persons may enjoy the benefits of the Library. All Library staff are authorized and expected to enforce these rules and regulations and may intervene to stop prohibited activities or behaviors. Library staff is authorized to issue exclusion notices to individuals violating this Code of Conduct. Individuals visiting the Library or using its facilities or services must comply with this Code of Conduct.

Individuals who interfere with Library staff in the performance of their duties or who fail to follow any instructions by a staff member to correct prohibited behavior will be subject to exclusion from Library property. Individuals refusing to leave after receiving a notice of exclusion will be subject to arrest and prosecution for trespassing pursuant Salem Revised Code (SRC) 95.550.

This Code of Conduct incorporates exclusion periods and other consequences that may be imposed by the Library but does not preclude or supersede other consequences or penalties that may be imposed by federal, state, or local law. Illegal activity, as well as willful or repeated violations of this Code of Conduct or other posted Library regulations (i.e. Acceptable Use of the Internet), may result in removal from the facility and/or suspension of Library privileges. In addition, where authorized by Federal, State or local law, violations of this Code of Conduct may also result in arrest. Repeat violations will result in longer periods of exclusion. Library users who wish to request a reasonable modification of this Code of Conduct due to a disability or health problem may contact Library staff or may call the Library Administration office at 503-588-6071.

TO ENSURE ACCESS TO LIBRARY SERVICES AND FOR THE SAFETY OF ALL USERS, THE FOLLOWING BEHAVIORS ARE PROHIBITED ON LIBRARY PROPERTY.

Level One		Consequences (exclusion period)		
Minor Violations		1st Offense	2nd Offense	3rd Offense
1	Entering the Library without clothing covering the upper and lower body or without shoes or other footwear.	Verbal warning only – Library user may correct or leave	1 day	7 days
2	Making any loud or disruptive noise, including the disruptive use of personal electronic devices.			
3	Consuming food in the stacks or in the Computer Center. Food and beverages with secure lids are acceptable throughout other areas of the Library			
4	Blocking aisles, doorways, stairways, elevators, or ramps. Large objects such as carts, bicycles, and luggage may not be brought into the Library. Library users must keep personal belongings with them at all times.			
5	Exiting the building with Library materials or taking Library materials into a restroom prior to check out.			
6	Using tobacco, tobacco products, or vaping devices in any form or within 10 feet of any entryway into the Library.			
7	Soliciting, petitioning, distributing written materials or canvassing for any purpose within the Library building.			
8	Blocking Library entrance areas or interfering with the free flow of pedestrian traffic in such areas. Library entrance areas shall be used exclusively for entering and exiting the Library and as temporary waiting areas for Library patrons.			
9	Commercial photography or filming, without prior written permission from Library Administration.			
10	Selling anything without the prior permission from the City of Salem.			
11	Using Library facilities for bathing, shaving, washing hair, or changing or laundering clothing.			

12	Emitting pervasive body odors including, but not limited to, odors caused by perfume or cologne, that disturb others or damage Library property.	Verbal warning only – Library user may correct or leave	1 day	7 days
13	Fraudulently using another Library patron's library card and/or account number for any purpose, including to reserve computers.			
14	<p>Violating the Library's Rules for Acceptable Use of the Internet and Library public computers. Rules for Acceptable Use must be agreed to electronically prior to the commencement of an internet session. In addition to the Rules for Acceptable Use of the Internet and Library public computers, Library users agree to abide by the following rules for any device, personal or otherwise, while in the Library:</p> <ul style="list-style-type: none"> • Stop viewing an internet site if staff determines that the site may create a hostile environment for staff or patrons. • Not access sites that are inappropriate for minors if the user's device may be visible to minors. • Not view, print, upload, download or otherwise access material unlawfully. • Not intercept or receive data not specifically intended for you. 			
15	Refusing to leave building during emergency evacuation.			
16	Manipulating or interfering with Salem Public Library computers, catalogs, internet reservation system or computer print management system.			
17	Adults using Children's or Teen areas without a child or a need for Children's/Teen collections.			
18	Lying down or sleeping in the Library or in a Library entryway. Sleeping means a person's eyes are closed for more than three minutes, and the person is not engaging in an expressive activity.			

19	Leaving a child under 10 years of age unattended. Minor children visiting the Library are the responsibility of their parents or guardians. The Library cannot accept responsibility for the safety and supervision of minor children. See the Library's Unattended Child Policy.	Notify security; follow Unattended Child Procedure
20	Bringing animals other than service animals into the Library. Only service animals (and service animals in training) or animals which are part of a Library program are permitted in the Library. Service animals are defined as dogs or miniature horses that are individually trained (or in training) to do work or perform tasks for people with disabilities.	Leave building; may return without pet

Level Two Moderate Violations		Consequences (exclusion period)		
		1st Offense	2nd Offense	3rd Offense
21	Unauthorized presence in designated staff-only areas; entering or remaining inside the Library before or after posted hours of operation.	30 days	90 days	1 year
22	Smoking in restrooms, intentionally clogging plumbing, or looking into an area designed to provide privacy to a person using the area.			
23	Possessing, consuming, distributing, or selling any alcoholic beverage or marijuana product. This prohibition does not apply to alcohol permitted at a Library-approved event.			

Level Three Severe Violations		Consequences (exclusion period)		
		1 st Offense	2 nd Offense	3 rd Offense
24	Depositing bodily fluids or excrement on any Library property including, but not limited to, Library collections, equipment, furnishings, walls, and flooring.	Minimum 1 year	Minimum 2 years	Minimum 3 years
25	Engaging in any physical altercation.			
26	Threatening or harassing Library users and/or staff by exhibiting abusive or threatening behavior, including the use of profanity or gestures.			
27	Possessing a knife, gun, or any other weapon. Exemptions from this prohibition are recognized for Law Enforcement Officers and individuals licensed to carry handguns in accordance with state law.			
28	Exhibiting signs of or being under the influence of alcohol; being under the influence of any controlled substance listed in Schedules I – V of the Controlled Substances Act, 21 U.S.C. § 812.			
29	Engaging in any act of sexual conduct as defined in ORS 167.060.			
30	Exposing one's genitals.	Double existing exclusion period	Double existing exclusion period	Double existing exclusion period
31	Committing theft of or vandalism to Library property, or personal property of another.			
32	Returning to the Library prior to expiration of the exclusion period, except when submitting a written appeal of the notice of exclusion.			