



# Farmers Branch Mankse Library – STANDARDS OF BEHAVIOR POLICY

Proposed: To Library Advisory Board – 11/13/2013

Accepted: By Library Advisory Board – 02/13/2014

## PURPOSE

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The Library has adopted this policy to ensure a positive library experience for everyone who visits the library. Everyone has a right to quality library services in an atmosphere that is safe and free of disturbances from others. Failure to comply with these standards may result in loss of library privileges.

## POLICY

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### BEHAVIOR

Help us create an environment that allows everyone to enjoy visiting the Library.

**1. Keep noise levels down to avoid disturbing others by:**

- a. Lowering voices.
- b. Using headphones on low volume.
- c. Silencing ringing or other sounds created by cell phones and other electronic devices.
- d. Refraining from talking on cell phones in the Library; and quietly talking on cell phones on patios, in the gallery, and in other areas where others will not be disturbed.

**2. Behave in a manner that does not interfere with another person's ability to use and enjoy the Library or prohibit staff from providing services:**

- a. Unacceptable behaviors include, but are not limited to:
  - i. Monopolizing library equipment, resources, or staff time.
  - ii. Selling, panhandling, or soliciting in the building, on the grounds, or in the parking lot. Petition signing is limited to outside areas as designated by the Library Director or designee.
- b. Parents or caregivers are responsible for their children's behavior.
- c. Parents or guardians will be notified if a child or teen under the age of 18 continues to disregard the Library's Standards of Behavior.
- d. Police will be called if a child under the age of 16 is left at the Library after closing.

### SAFETY

Help us keep the library a safe place.

**1. Follow staff instructions including, but not limited to the following:**

- a. Stay in public areas of the Library unless accompanied by a staff person.
- b. Vacate the Library at closing time and during emergency situations.



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### **2. Follow all laws, including, but not limited to, the prohibition of:**

- a. Theft, defacement, or destruction of library property.
- b. Possession or display of weapons without a concealed handgun permit, illegal or controlled substances, or alcohol.
- c. Sexual activity in public places.
- d. Harassment, or behaving in a threatening or abusive manner (including but not limited to battery, verbal threats, stalking, offensive staring, or offensive touching).
- e. Being under the influence of drugs and alcohol.
- f. The display or dissemination of child pornography, or material that is harmful to minors.

### **3. Follow all Library policies.**

#### **4. Child Safety:**

- a. Ensure that a caregiver 16 years or older closely supervises all children under the age of 10.
- b. Make certain that children do not engage in unsafe activities, including, but not limited to, swinging, climbing, or standing on furniture and equipment, or roaming unattended.

#### **5. Tobacco Use:**

- a. No smoking inside the Library or within 20 feet of main entrances, and exits. There is a designated smoking area outside the library near the amphitheater.

#### **6. Wheeled Devices:**

- a. Wheeled devices should not be used in the Library. **EXCEPTIONS:** Disabled patrons may use assistive devices, and caregivers may use strollers for children in the Library.
- b. Wheeled devices (such as scooters, skateboards, business cases, etc.) may be brought into the Library if they do not block aisles and are not left unattended.
- c. Secure all bicycles outside, away from doors and book drops.

#### **7. Attire:**

- a. For personal safety, library visitors and patrons must be fully clothed, including shirt and shoes, at all times.

## LIBRARY USAGE

Use your library appropriately and with respect.

#### **1. Property:**

- a. Use the Library's facilities, materials, and furnishings as intended.
- b. Do not distribute or post printed material in the Library.

#### **2. Animals:**



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- a. Animals are not allowed in the Library or on library grounds, with the exception of service animals on duty or in training, and animals that are part of library-approved events.

### **3. Restrooms:**

- a. Use the Library's restrooms as intended; do not use them for bathing, shaving, washing hair or laundry.

### **4. Food and Drink:**

- a. Food and uncovered drinks are not permitted near Library equipment. Any damage resulting from these drinks are the responsibility of the user. Use only the designated patio areas to eat or drink:
  - i. Food and nonalcoholic drink is allowed at special events when approved by Library Administration. All drinks must be secured with a lid.
  - ii. Approved areas include meeting rooms, or other areas as part of a Library sponsored program.

### **5. Personal Items:**

- a. Keep personal items with you at all times. Library staff may remove unattended items.
- b. Do not block aisles, walkways, entrances, or access to Library equipment or collections.

## PROCEDURES

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Please report inappropriate or questionable behavior to library staff immediately.

1. The Library Director and his/her designated staff are responsible for interpreting these rules in accordance with applicable law and for ensuring appropriate behavior in the Library.
2. Violation of the foregoing may result in the patron's Library privileges being limited or revoked, removal of the patron from the building, or criminal prosecution if the conduct constitutes a violation of Federal law, State law or the Farmers Branch Municipal Code.
3. Library privileges may be revoked for a period of up to one year. This action may be taken by the Library Director or designee.
  - a. A library patron whose library privilege has been revoked may appeal this action by submitting a completed Library Revocation Appeal form to the Library Director or designee within ten (10) days from the date of the determination letter. This form is available through the Library.
  - b. A patron whose library privilege has been revoked must schedule a meeting with the Library Director or designee prior to resumption of any library privilege. The purpose of the meeting will be to review the Standards of Behavior policy.