



## **Astoria Public Library Standards of User Conduct**

### **Purpose**

The Library is committed to providing a safe and welcoming environment for all patrons. The following rules protect the rights, comfort and safety of patrons and staff, and protect and preserve library materials, building, and property.

### **Library Rules**

**Any person who violates one or more of the rules 1 to 4 while on library premises will be asked to leave immediately and excluded from the Astoria Public Library without first being given a warning.**

**Any person so excluded shall lose, at the discretion of the Library Director, all library privileges for a period of up to three years and the incident may be reported to law enforcement.**

1. Committing, or attempting to commit any activity in violation of Federal, State or local law.
2. Directing a specific threat of physical harm against an individual, group of individuals, or property. Violation of this rule will result in an automatic exclusion of one year.
3. Engaging in sexual conduct, as defined under ORS 167.060. This also includes any form of sexual harassment toward any library patron or staff member.
4. Being under the influence of any intoxicating liquor or controlled substance. Controlled substance is defined in ORS 475.005. This includes possessing, selling, or consuming any alcoholic beverage or controlled substance on library premises. The Library Director may allow alcohol during an event as appropriate. An example would be a Library Foundation fundraiser that takes place after regular business hours.

**Any person who violates one or more of rules 5 through 15 while in or on library premises will be given up to one warning at the discretion of library staff; then the person will be asked to leave the premises for the day. Subsequent offenses by that person will result in that person being asked to leave library premises and they will lose all library privileges for a period of up to one year.**

5. Violating Library policy, such as the APL Internet Policy and the Policy Regarding Unattended Children.
6. Engaging in conduct that disrupts or interferes with normal operations of the library, or disturbs library staff or patrons, including but not limited to, conduct that involves the use of profane, abusive, or threatening language or gestures, conduct that creates unreasonable noise, or conduct that consists of loud or boisterous physical behavior or talking. This includes using cell phones, pagers, and other personal electronic equipment in a manner that disturbs others.
7. In order to maintain the privacy of individuals the capture of pictures or video within the library building is not allowed. Library personnel may take pictures of presenters of programs and/or

participants for library reports or presentations. Library personnel will obtain permission before using any image for reports, social media, or presentations.

8. Using personal belongings in a manner that interferes with the operation of library facilities. Leaving personal belongings unattended. Placing personal belongings on, against, or within the building, walkways, furniture, equipment, or fixtures in a manner that impedes library staff or patron use of the library.
9. Interfering with the free passage of library staff or patrons in or on the library premises, including, but not limited to, sitting or lounging on the floor when not actively browsing shelves or participating in library programs.
10. Food is not allowed in the library (the library may provide refreshments during a program). Patrons may have drinks in covered containers only.
11. Sleeping or appearing to sleep in or on library premises.
12. Utilizing public restrooms for personal hygiene purposes e.g. shower or shaving activities.
13. Entering or being in the Library barefoot, without a shirt, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the Library environment.
14. Bringing animals, other than service animals necessary for disabilities, into the Library, except as authorized by the Library Director.
15. Failing to comply with a reasonable staff directive.

**Library Board Endorsement: 03/26/2019**

**Approved by City Council: 04/15/2019**

**Biannual review: 2021**