



Patron Code of Conduct

Introduction

This Patron Code of Conduct has been adopted to ensure that everyone who visits the Kent Public Library may use and enjoy the services the Library provides in a pleasant, comfortable and safe setting.

Library staff members want to provide an environment that is conducive to reading, studying, researching, learning or simply relaxing. To help them accomplish this, everyone needs to follow the code presented below. This code applies to all Library patrons—adults, young adults, and children of all ages. Parents are responsible for their children’s behavior. (Please see Safe Child Policy).

Patrons should—

- Use the Library as intended—to explore, investigate, expand and enjoy the world through the resources and programs provided.
- Respect the rights of other patrons and staff members.
- Take care of Library materials and property to protect and preserve them for future users.
- Help maintain a reasonably quiet environment, especially in designated study areas.
- Turn off cell phones or put them on vibrate. Take and make calls out of the earshot of others.
- Keep track of personal belongings.
- Follow established check-out procedures before taking Library materials outside the building.
- Return borrowed items in the same condition as they were checked out.
- Comply with reasonable requests from staff members.
- Stay in the public areas of the Library unless authorized to enter non-public areas by a staff member.

- Leave the Library at the designated closing time or as requested by staff during inclement weather, emergency situations, or for drills.
- Abide by all Library policies.
- Prohibited behavior includes, but is not limited to, the following.

Patrons must not—

- Engage in any illegal activity in the Library or on Library grounds.
- Eat or drink in the Local History and Genealogy Room, in the Computer room, at the children’s computers, or at computer terminals located elsewhere in the building. Note: Only when eating is part of a Library program or event, is it permitted. Liquids in closed **or** covered containers are allowed, but not in the areas noted above.
- Smoke or use tobacco products in the Library.
- Enter the Library under the influence of alcohol or illegal drugs.
- Drink alcohol in the Library or on the grounds.
- Use, sell, or possess illegal drugs in the Library or on the grounds.
- Make excessive noise except when the noise is part of a Library program or event.
- Listen to music or speech through headphones or otherwise at a volume that disturbs others.
- Use offensive or abusive language or engage in verbal or physical abuse of others.
- Harass other patrons or staff members.
- Engage in sexual activity of any kind, including indecent exposure.
- Bring in animals or pets, except service animals, or when animals are part of a Library program or event.
- Obstruct aisles, walkways or seating areas.
- Monopolize Library equipment, materials or facilities or prevent others from using them.
- Run, rough-house, fight or engage in boisterous activities.
- Bring in firearms, weapons, or explosives.

- Gamble, solicit funds, panhandle, distribute literature or promotional material, market or sell goods or services, unless the activity has been approved by the director or is part of a Library program or event.
- Deface, mar, destroy or alter Library materials or property or items belonging to others.
- Enter the Library without shoes or a shirt.
- Disturb others because of an offensive odor.
- Abuse the Library's restroom facilities.
- Come to the Library or Library grounds with the intention of sleeping.
- Enter Library premises before hours or remain on Library premises after hours without authorization.

Consequences for breaking the Patron Code of Conduct—

Any patron who exhibits behavior listed above or any other behavior that is against the law, interferes with the use and enjoyment of the Library by others, or prevents Library staff from performing their duties may be asked to leave the Library. Library staff members are authorized to contact the police if the behavior deems it necessary.

At the discretion of the Library Director, the patron may be banned from the Library for a period of up to 6 months depending on the seriousness of the offense which required removal, the extent of damage or disruption caused, any history of prior infractions of Library policies and other relevant circumstances. Please refer to the "Banning Procedures" in the Library's "Safety Policy."

Approved by the Kent Library board on April 17, 2007

Review Cycle: **5 years**

Review History: Revised and approved July 20, 2010. Reviewed July 16, 2013, June 20, 2017, October 18, 2022