**Anna Porter Public Library**

**Code of Conduct**

These rules and regulations of conduct have been established to provide comfort, safety, and protection for all library patrons and staff members. Library staff will firmly and courteously enforce these rules. Anna Porter Public Library Administration asks for your cooperation in maintaining an environment conducive to enjoyable use of the library for all.

Dangerous, destructive and/or illegal conduct, including but not limited to the following, will not be tolerated and immediate suspension with potential further action may follow if patrons exhibit:

* Physical abuse and/or assault
* Fighting or challenging to fight
* Making violent and threatening statements
* Engaging in or soliciting any sexual activity
* Damaging or destroying library property

Any patron displaying any of the above behaviors may be asked to immediately leave. Refusal to comply will result in a call to the Gatlinburg Police Department and appropriate action will take place. In addition, based on the severity of the situation, a suspension of library privileges of up to one year will be applied without advanced warning prior to suspension.

Other behaviors prohibited include:

* Use of harassment and/or insulting language
* Leaving children under the age of eight (8) unaccompanied by a legal parent and/or guardian in the facility.
* Blocking of any and all library entrances and exits by any means.
* Leaving animals unattended on library property
* Participating in any activity that disrupts another patron’s sense of comfort and safety
* Entering the facility with animals that are not registered as service animals by law
* Entering the library with bicycles (collapsible bicycles are acceptable if in folded state)
* Riding skates, roller shoes, scooters, skateboards, or other similar devices
* Tobacco of any kind, inside or outside of the facility, including e-cigarettes and smokeless tobacco
* Possessing, consuming, or being under the influence of alcohol
* Lying on the floor or sleeping
* Unreasonable use of public restrooms for bathing, laundering, and shaving
* Exuding offensive, pervasive odors, including pervasive fragrances caused by perfume, cologne, or other scented products that may be a nuisance to other patrons and/or staff
* Failing to wear a shirt/top and pants/dress/skirt and shoes
* Disturbing and disrupting other patrons with loud, excessive noise, included but not limited to electronic devices and equipment
* Carrying weapons of any type (Law Enforcement Personnel is the exception)
* Petitioning, soliciting, or selling merchandise or services without written permission from the Director and/or Board of Trustees
* Personally monopolizing the facility’s space to the exclusion of other patrons or staff
* Fraudulent use of another patron’s library card and/or number for any purpose
* Refusal to follow reasonable direction from Anna Porter Public Library staff, including but not limited to leaving the library during normal closing procedures or during an emergency evaluation.

Any patrons displaying these behaviors will be addressed in the following manner:

* **First Violation:** Initial warning. Patron will be given a copy of APPL Code of Conduct and privileges are subject be suspended for a day based on the Director’s judgment. A note will be added to the patron’s account.
* **Second Violation:** Library privileges will be suspended for a week
* **Third Violation:** Library privileges will be suspended for up to one year
* **Fourth Violation:** Patron could potentially be banned permanently from all library use, or if a minor, until the age of eighteen (18)

If you observe anyone violating any of these rules of conduct, please inform a library staff member.

**Patron Suspension Policy**

In order to provide and maintain a comfortable and safe environment for all patrons and library staff, the Board of Trustees has approved the Anna Porter Public Library Code of Conduct. Violation or repetitive violation of any of the rules of conduct may warrant a suspension of library privileges. Suspension of library privileges will result in removal from, and denial to access to all Anna Porter Public Library services and facilities for a designated period of time.

**Suspension Procedures**

In order to be fair and equitable in the application of the Anna Porter Public Library Code of Conduct and to provide documentation of the enforcement of these rules, authorized library staff members including the APPL Director, APPL Assistant Director, or library staff member designated as “in charge” of a library facility shall apply the following procedures:

Authorized library staff will instruct anyone displaying these behaviors to leave the library facility immediately. Police may be called and additional legal action may occur, as appropriate. In addition, based on the severity of the situation, a suspension of library privileges for up to one year will be applied. Library staff will notify Library Administration immediately, where a determination of the appropriate suspension period and procedures will be assigned by the APPL Director or APPL Assistant Director of Library Services.

**Unattended Children in the Library**

I. PURPOSE

The purpose of this administrative regulation is to establish policies and procedures for identification of and handling unattended children in the Library.

II. POLICY

The Anna Porter Public Library welcomes children of all ages. Library staff strives to provide a safe and appropriate environment for all Library users. Our libraries, however, are public buildings. Any public place may be dangerous for a child who is left unattended even for brief periods of time. In addition, Library facilities are neither designed nor licensed to provide childcare. A child left alone at the Library without a responsible caregiver may become bored, fatigued or frightened and this may lead to behavior that disrupts the Library services that staff provides to them and/or others.

Parents and other caregivers are solely responsible for the welfare and the behavior of children using the Library. Additionally, children under the age of eight must be supervised by a responsible caregiver at all times while they are in the library. If a child under the age of eight (8) is found to be unattended in any are of the Library, staff will attempt to locate the child’s caregiver. If Library staff cannot find the child’s parent or caregiver, the City of Gatlinburg Police Department will be notified and asked to assume care of the child.

III. PROCEDURES

An unattended child found frightened or crying, or any unattended children under age eight (8), in the Library should be approached and reassured by a staff member. Staff interacting with the child should ask the child his/her name and the name and whereabouts of his/her parent/caregiver(s). At least one other staff member should be informed that an unattended child is being assisted. When Youth Services staff is available, the unattended child should be brought to the Children’s area of the Library.

1. If the parent/caregiver is in the building, staff will:

 Locate the parent/caregiver

 Upon reuniting the child with the parent/caregiver, express the Library’s concern for the welfare of children and explain the Library’s policy regarding unattended children.

2. If the parent/caregiver is not in the building, staff will:

 Contact the manager/supervisor in charge of the building

 With the child’s help, obtain the parent/caregiver’s name and telephone number

 Stay with the child until parent/caregiver can be located.

 Call City of Gatlinburg Police Department and ask that they assume responsibility for the child if the parent/caregiver cannot be located or does not respond to the phone request within 30 minutes.

**After Hours Children Left Unattended**

Our policy for parents regarding children not picked up at closing is as follows in the paragraph below. Staff are instructed to have everyone leave the facility at closing time, including students/children. If parents/guardians are not here to pick students up at that time, the police are to be called immediately and told that there is currently a child without a ride present. Then when closing procedures are finished, staff are to leave the premises allowing law enforcement, as they see fit, to take care of picking up or staying with that child until the parent/guardian arrives.

*Thank you for sharing your children with us and allowing them to visit the library. Please be aware that once the library closes, all doors are locked, and all visitors will be required to leave the facility. There will be no staff here to supervise children under the age of 18 that have been left at the library. They will be outside, in whatever weather or temperature, waiting on the adult responsible for them to pick them up. Please be prompt in picking your children up and do not leave them alone on library property. We will have to inform the police at closing time if any children are here without a ride.*