

KCPL Code of Conduct

All library users are expected to abide by the following standards of behavior. Most behavior that is unacceptable on Library property will result in an initial verbal warning. Failure to stop the behavior will result in being asked to leave the Library and may result in a lengthier suspension of Library privileges. Anyone failing to leave when requested by Library staff, or a law enforcement officer, may be charged with criminal trespass. Criminal activities that occur on Library property will be reported to law enforcement.

Unacceptable Behaviors

- **Disturbing others using the Library** – Any behavior that disrupts the normal use of Library services, including but not limited to:
 - Using obscene or abusive language or gestures towards staff or other patrons.
 - Making unreasonable noise, including but not limited to loud conversation or the use of electronic devices.
 - Blocking access to Library entrances, passageways or resources.
 - Verbal/Physical/Sexual Harassment of Library staff or patrons.
 - Intoxication resulting from alcohol or drugs – Alcoholic beverages and illegal drugs are prohibited on Library property.
 - Mistreatment or vandalism of Library facilities, materials, or equipment.
- **Abandoning children or failing to supervise children at the Library** – See Safe Child Policy <http://www.kentonlibrary.org/children/safechild.cfm>.
- **Unsecured, open containers of food or drink near computers and electronic equipment or in the Kentucky History and Genealogy Room.**
- **Violating Internet Use Policy** – See <http://www.kentonlibrary.org/aboutus/policies/internet.htm>.
- **The use of all tobacco products, or electronic smoking devices in Library buildings. Smoking outdoors is permitted in designated areas only (the use of other tobacco products and electronic smoking devices is prohibited on all library property).**
- **Entering unauthorized areas.**
- **Leaving personal belongings unattended.**
- **Bringing animals into the Library** – only service animals and animals for Library events are allowed inside the library.
- **Visible presence of pests on person, belongings, or library materials.**
- **Soliciting or petitioning. Canvassing is only allowed with permission from library administration.**

- **Bathing, shaving, washing, or drying of clothes in library restrooms.**
- **Sleeping in the Library is prohibited.**
- **Damaging, defacing, or misusing any Library materials or property.**

In Addition:

- **Appropriate attire must be worn in the library including, shoes, shirts, slacks, shorts, skirts or dresses on Library property.**
- **To ensure safe and comfortable passage of library users, all personal items must fit comfortably under one (1) library chair.**
- **Photography and/or recording on Library property must be approved.**
- **Bicycles, skates, skateboards, scooters or other personal transportation must be used in a safe manner on Library property.**
- **A patron who commits criminal acts in violation of federal, state, local, or other applicable law on Library property will be asked to leave the Library and may be permanently banned from the Library. Listed below are a few examples of such actions:**
 - **Physically attacking or threatening to attack another person.**
 - **Making bomb threats.**
 - **Unlawfully carrying or displaying a knife, gun, or any other weapon.**
 - **Child abuse.**
 - **Indecent exposure.**
 - **Engaging in sexual misconduct or public lewdness.**
 - **Theft of Library, staff, or patron property.**
 - **Voyeurism and peeping.**

Right of Appeal

- Any patron who has had his or her privileges suspended may appeal to the Branch Manager.
- Appeals must be made in writing within ten (10) days of the suspension.
- Persons requesting the appeal must clearly state why he or she believes their privileges should be restored.
- The Branch Manager or a designee will respond in writing to the appeal.
- The decision of the Branch Manager may be appealed to the Director in writing within ten (10) days from the time the Branch Manager's decision was received.
- Any patron who has had his or her privileges permanently suspended may appeal to the Library Director.

- Person requesting the appeal must clearly state why he or she believes their privileges should be restored.
- The Director or a designee will respond in writing to the appeal.
- The decision of the Director is final.

Code of Conduct Enforcement

The Kenton County Public Library employs the use of security personnel, electronic surveillance devices and a variety of anti-theft tools to secure safety of persons using our facilities and the collection. Should circumstances warrant, the Library maintains the right to inspect the personal belongings of people using the facilities.

The enforcement of the Code of Conduct is the responsibility of all staff members of the Kenton County Public Library. It is the responsibility of staff members to determine whether a warning should be issued or an action taken. Suspensions include the removal of the patron from library property and the revoking of library privileges.

- Incidents that warrant asking the patron to leave for the day may be enforced by any staff witnessing the incident.
- Incidents that result in suspensions of up to a week are to be enforced by the Manager on Duty and/or Security Officer.
- Incidents that result in suspensions for more than a week are to be handled by the Branch Manager.
- Permanent suspension of a patron shall be enforced solely by the Director of the Library.

All incidents that warrant a final warning or suspension must be reported to the appropriate staff member(s), including supervisors and/or managers.

Approved by the Board of Trustees on June 21, 2011