

# Atlanta-Fulton Public Library System

## CODE OF CONDUCT

Library patrons are expected to be engaged in activities associated with the use of public libraries while in any of the facilities.

In order to ensure public safety and security and provide a suitable environment for appropriate library use, the Atlanta-Fulton Public Library System will uphold all state and local ordinances regarding public behavior.

You are welcome to:

- ✓ Ask questions of staff and receive needed information in the library
- ✓ Borrow certain materials by using your library card through established lending procedures and take them home for use, treating them carefully so others may use them after you are finished
- ✓ Bring your children to the library and enjoy materials and programs
- ✓ Comply with House Bill 60, the Safe Carry Protection Act of 2014, when visiting libraries
- ✓ Use the materials in all public areas of the library. However, the Atlanta-Fulton Public Library System is committed to ensuring the safety of all of its patrons, with a special emphasis on the safety of children in our libraries. For that reason, the materials, services and equipment in the children's areas are intended primarily for the use of children, their parents and/or caregivers. Others needing to access materials or services specific to the children's area do so with the understanding that the library staff will determine whether or not a particular use or activity is appropriate in the children's area. Thus, patrons may be asked to use alternative areas of the library, at the discretion of the library manager or designee.
- ✓ Read, study, type, and write while using library materials
- ✓ Read materials held behind the desk or other off site locations to maintain their availability and reading access for all interested patrons. You will be required to provide a valid piece of identification which will be held at the desk until the item(s) is (are) returned.
- ✓ Register and use free library computers
- ✓ Speak quietly on cell phones near restrooms and in lobby areas
- ✓ Speak quietly with others in the library

You are **NOT** permitted to:

- Be indecently exposed, engage in sexual acts/behavior, or use profane language or profanity
- Bring animals or pets into the library (except service animals)
- Bring a weapon into any of the libraries unless you have a "weapons carry" license
- Bring a weapon into libraries that have a security checkpoint
- Bring infested personal items into the library
- Bring personal items that do not fit comfortably under your chair (*a maximum of two bags of any type will be permitted – 12" X 36"*):  
bedrolls, blankets, frame backpacks or suitcases are prohibited
- large duffel bags or plastic bags measuring over 12" X 36" are prohibited

- Change or wash clothes, bathe, shave or misuse public rest rooms
- Consume or carry open food or beverage containers
- Consume or possess alcohol/illegal drugs or be intoxicated or under the influence of narcotics
- Damage, destroy, steal or intentionally tamper with any library property, patrons' property or employees' property
- Display disruptive behavior
- Distribute or post printed materials/literature that have/has not been approved by library staff
- Engage in disorderly conduct including fighting, challenging to fight or using offensive words or gestures likely to provoke violence
- Enter the library without proper attire. Proper attire conforms to the standards of the community for public places and includes wearing shirt and shoes and having clothing properly fastened.
- Enter staff areas, offices or supply areas unaccompanied by staff
- Harass staff in person, by phone, by email or by regular mail
- Have bodily hygiene so offensive as to constitute a nuisance to others
- Interfere with another person's use of the library or with the library personnel's performance of their duties
- Leave a child under nine years of age *unattended* in the library; however, children between the ages of 9-13 cannot be unattended for more than 2 hours. (Caregivers must be at least 14 years old or older.)
- Leave a child or young adult under the age of 17 at the library *after closing time*
- Leave personal items unattended (Library staff can not be responsible for the personal items of the public)
- Monopolize library equipment, materials, facilities, outlets or spaces
- Overcrowd surfaces
- Panhandle, sell or solicit for services, money or items
- Place legs/feet on furniture
- Play cards or games of any kind unless part of a sponsored program
- Rearrange/Disarrange library furniture
- Shout or disrupt others
- Sleep or rest head on furniture
- Smoke or use tobacco products
- No Vaping of any kind.
- Speak loudly on cell phones or allow a cell phone to ring in the library.
- Take library materials into the rest rooms or remove library materials from the premises without authorization through established lending procedures
- Use a wheelchair, walker or stroller to transport items or personal belongings
- Violate the directives listed in the Meeting Room Policy

**Failure to comply with this Code of Conduct may result in exclusion from the library permanently or for a specified period of time. Law enforcement may be contacted which may result in an arrest and/or prosecution.**

This Policy supersedes any and all previous Library policies governing Code of Conduct.

Approved by the Board of Trustees

July 26, 2017