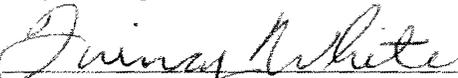


**City of Lubbock, TX
Library**

Administrative Policies and Procedures

Subject:	Library User Code of Conduct	Effective Date:	07/07/88
Approved by:	 City Manager	Revised Date:	01/16/97
	 Assistant City Manager		08/19/02
	 Library Director		05/17/04
			05/18/05
			04/01/08
			08/17/09
			08/16/10

Applies to: Library Patrons

Policy: The mission of the Lubbock Public Library is to offer library materials, services, and programs to meet the informational, educational, and recreational needs of the community. Patrons will respect the rights of other patrons. In order to maintain a safe, clean and pleasant environment conducive to accomplishing this mission, the City of Lubbock has adopted these rules of conduct for those using the library. The following actions, as well as any other behavior that disrupts the public use of the library, are prohibited:

- Disorderly conduct;
- Soliciting of and panhandling for money, transportation, goods, or services;
- Smoking or using other tobacco products within the library;
- Physical abuse, assault on another person, or the use of abusive, insulting, or threatening language or gestures;
- Sexual harassment or abuse, or the use of sexually offensive language, innuendo, or inquiry;
- Intoxication from alcohol or other drugs;
- Possesses, sells, distributes or consumes any alcoholic beverage,
- Sleeps in or on library premises (within 50 feet of the library structure);
- Bathing, shaving, shampooing, washing clothes, or other inappropriate uses of library restrooms;
- Placing feet on tables, chairs, or other furnishings;
- Engaging in any activity prohibited by law;
- Unattended packages, bags, or personal belongings;
- Bringing in bedrolls, sleeping bags, luggage, camping backpacks, or large plastic bags;
- Bringing in items which size exceeds 24" x 18" x 20";

- Bringing pets into the building, with the exception of service animals or animals specifically invited for library-sponsored programs;
- Damaging or vandalizing library facilities, equipment, or materials;
- Removing library materials without properly checking them out
- Entering staff areas without authorization; and
- Failing to abide by library rules and regulations posted or related by library staff.
- Interfering with the use of the library by other patrons, or interfering with library employees' performance of their duties
- Entering the library building without a shirt or other covering of their upper bodies or without shoes or other footwear
- Bodily hygiene that is offensive so as to constitute a nuisance to other persons
- Harassing or annoying others through noisy or boisterous activities, staring at another person with the intent to annoy that person, following another person about the building with the intent to annoy that person, by playing audio equipment so that others can hear it, by singing or talking to others or in monologues, or behaving in a manner which reasonably can be expected to disturb other persons

Patrons will be engaged in activities associated with the use of a public library while in the building. Patrons not engaged in reading, studying, or using library materials, meeting rooms, or equipment will be required to leave the building.

Roles and Responsibilities: *Library Director and Staff*

- Ensure that the user code of conduct is posted and enforced through training and observation.

Library Patrons

- Adhere to the guidelines of the user code of conduct.

Procedures: **Violations**

Any patron not abiding by these or other rules and regulations of the library may be required to leave the library premises. Library employees will contact the Lubbock Police Department when the situation warrants.

A patron who violates the library rules and regulations may be denied the privilege of access to the library by issuance of a criminal trespass order by the Library Director, Branch Manager or Person-in-Charge, assisted by the Police.

Checks and Balances:

Library supervisory staff ensures that library employees are aware of these rules of conduct and are allowed to enforce them.

Forms and Required Documents:

None.