



Patron Code of Conduct

The library is intended to be an inviting, comfortable, clean, and safe place for activities such as reading, studying, using computers, participating in programs, and connecting with others. Library users are expected to behave in a civil, respectful manner toward staff, volunteers, and fellow patrons.

Rules of Conduct

General Expectations

- Courtesy, respect, and civil behavior are required at all times.
- Patrons must comply with reasonable requests from library staff.
- Patrons are expected to **clean up after themselves, return materials or equipment to their proper place, and leave spaces tidy for the next user.**
- Illegal activity of any kind is prohibited.

Safety & Supervision

- Children under **10 years of age** must be supervised by a parent, guardian, or caregiver as described in *Minors' Access to Library Materials and Services Policy*.
- Dependent adults requiring supervision must not be left unattended.
- Patrons must leave the library promptly at closing.
- Firearms, other weapons, alcohol, illegal drugs, vaping, and smoking (including e-cigarettes) are prohibited.
- Being under the influence of drugs or alcohol, or selling or distributing them, is prohibited.
- All animals are prohibited from entering library facilities, with the exception of service animals, service animals in training, and animals featured in programs sponsored by the library.

Proper Use of Library Space

The following conduct is not permitted:

- Engaging in harassment, threats, stalking, use of obscene language, obscene acts, indecent exposure, or offensive touching
- Fighting, running, pushing, shoving, or throwing objects.
- Creating disruptive noise.
- Sleeping, lying down, or using the library as living quarters.
- Trespassing in staff-only areas or being in the library before or after operating hours without permission.
- Using restrooms for bathing, laundry, or other inappropriate purposes.

Personal Property & Hygiene

- Reasonable personal hygiene is expected; strong odors that interfere with others' use of the library are not permitted.
- Personal belongings must not block access or take up excessive space.
- Personal items should not be left unattended. The library is not responsible for lost or stolen property.

Food & Beverages

- Covered beverages and light snacks are permitted, except at computer stations or where otherwise posted.

Technology & Devices

- Cell phones, tablets, and other devices must be set to silent or vibrate.
- Voice and video calls must be brief and quiet, or moved to the foyer, outside, or a study room.
- Headphones must be used with all audible devices and the sound should not disturb others.
- Viewing sexually explicit material is prohibited on library property.
- Recording, photographing, or filming must not infringe on the privacy of staff or patrons.

Property & Materials

- Stealing, damaging, or misusing library property or the property of others is prohibited.
- Library materials must be checked out before leaving the building and returned in good condition.

Enforcement

The Custer County Library Board of Trustees empowers library staff to enforce these rules and use best judgement and discretion as to the appropriate actions to take. Enforcement will be conducted in a fair and reasonable manner.

Consequences may include, but not limited to:

1. Verbal reminder or warning
2. Removal from the library for the remainder of the day
3. Temporary suspension of library privileges (from one week up to one year)
4. Permanent banning for severe or repeated violations (requires Board review)
5. Police involvement when behavior is illegal or threatening

Suspensions may be appealed in writing to the Library Director. Permanent bans may be appealed to the Board of Trustees.