

<b>Jessamine County Public Library</b> <b>Customer Code of Conduct</b>		
Effective date: 10-23-2006	Last revised: 05-15-2024	Last reviewed: 05-15-2024

## **Policy Statement**

The Jessamine County Public Library (JCPL) provides a place for every customer to explore information, ideas, and cultural opportunities. In order to fulfill that mission, the library requires all customers to demonstrate the appropriate decorum, respect, and civility towards other individuals on the Library's property by complying with the code of conduct outlined below.

This policy shall be made available to all Library customers. The Customer Code of Conduct applies to and will be posted in all JCPL locations.

## **Regulations**

1. Any 1.) unlawful behavior, 2.) potentially harmful behavior, or 3.) other action that interferes with the normal operation and use of the Library is prohibited.
2. Respectful use of the Library and its property is expected.
3. Threats and harassment, including sexual harassment, are forbidden.
4. All Library customers must obey any reasonable direction given by a Library staff member.
5. All materials must be checked out before exiting the Library proper.
6. Large items which may impede access and are unessential to Library activities must be left outside the building.
7. Customers may be asked by authorized personnel to show the contents of personal items, such as backpacks, briefcases, bags, purses, etc.
8. Customers must attend to their personal belongings at all times. JCPL is not responsible for personal items lost or damaged.
9. All customers must be fully clothed and wear shoes in the Library. A customer whose offensive bodily hygiene interferes with the ability of others to use the Library facilities as intended may be asked to leave the building.
10. Parents/guardians and caregivers are responsible for the supervision and behavior of persons in their charge.

11. Children ages ten (10) and younger must be attended and directly supervised by someone age fourteen (14) or older.
12. Only service animals as defined by the Americans with Disabilities Act (ADA) are allowed in the building unless the Executive Director has given prior approval. Comfort or emotional support animals do not qualify and therefore are prohibited.
13. Tobacco use is prohibited on Library property. This includes all e-smoking products. Alcoholic beverages and illegal substances are prohibited on the premises.
14. Food items are to be consumed in the gallery and vending areas only. Drinks in closed containers may be brought into the Library, except near computers and equipment.
15. Conducting non-library surveys, petitioning, and soliciting are prohibited in the Library.
16. Customers must be considerate of their volume in conversations and during their use of personal electronics while in the Library.
17. Customers are prohibited in staff areas unless they are escorted by a staff member.
18. Recreational activities such as skateboarding, rollerblading, bicycling, etc., are prohibited on Library property. Bicycles shall be parked in the designated racks outside the building.
19. Loitering is prohibited on Library property.
20. Customers must leave the Library property by closing time.
21. Library staff are authorized to take appropriate action toward anyone failing to comply with this policy and its regulations, including, but not limited to, asking the customer to leave the property immediately and calling the police.
22. Failure to comply with the JCPL Customer Code of Conduct may result in limited or suspended library privileges.