

Customer Code of Conduct	
Effective date: 10/23/06	Last revised: 06/25/14

Policy Statement

The Jessamine County Public Library strives for every visitor to experience the joy and satisfaction of learning and enrichment. In order to ensure that opportunity, the library requires all users 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.

A copy of this policy shall be given to all new library customers when they first register for a library card. The Customer Code of Conduct will also be posted in the library.

Regulations

1. Any 1.) unlawful behavior, 2.) potentially harmful behavior, or 3.) any other action that interferes with the normal operation and use of the library is not permitted.
2. Respectful use of the library and its property is to be exercised at all times.
3. Verbal or physical threats or harassment, including sexual harassment, toward any staff member or library customer is forbidden.
4. All library users must obey any reasonable direction given by a library staff member.
5. All materials must be checked out before exiting the library proper.
6. Personal items, such as backpacks, briefcases, bags, purses, etc. may be subject to inspection by authorized personnel.
7. Large items not essential to library activities, which may impede access, must be left outside the building.
8. Customers are responsible for the care and safety of their own personal property, both inside and outside of the library building. JCPL is not responsible for personal items lost or damaged at the library.
9. Appropriate apparel, including shirts and footwear, must be worn 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 or assigned chaperones are responsible for the behavior and supervision of their children.

11. Children ten (10) years of age and younger must be attended and directly supervised by someone age sixteen (16) or older.
12. Only assistive service animals are allowed in the building unless the director has given prior approval.
13. No alcoholic beverages, illegal substances, or tobacco use (including e-cigarettes and all e-smoking products) is permitted inside the building.
14. Food items are to be consumed in the gallery area only. Drinks in closed containers may be brought into the library.
15. Conducting non-library surveys or soliciting in the library is prohibited.
16. The noise level in designated quiet areas of the library is to be kept to a minimum; any activity louder than a whisper, including phone conversations, should be conducted in another section of the library.
17. Library users are not allowed in the 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. No loitering is permitted on library property.
20. Customers must leave the library property by closing time.
21. The supervisor on duty is authorized to take appropriate action toward anyone failing to comply with this policy and its regulations, including, but not limited to, ordering the customer to leave the building immediately and calling the police.
22. Failure to comply with the JCPL Customer Code of Conduct may result in limited or suspended library privileges.