

## CODE OF CONDUCT

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Welcome to the Westfield Washington Public Library. Our goal is to offer the best service possible to all library visitors in a safe and pleasant atmosphere. Each person can help by following these rules:

WWPL welcomes children of all ages and strives to create a warm, inviting learning environment. The Library offers many programs and services that encourage children to develop a love of books, learning and reading. However, the Library is a public building, and the well-being of young children using the library rests with the child's parent/guardian or designated caregiver.

- Children under the age of eleven (11) must be accompanied by a parent/guardian or designated caregiver in the library.
- Children under the age of five (5) must be accompanied and directly supervised by a parent/guardian or designative caregiver at all times while in the library, including library programming.
- Parents/guardians/caregivers are responsible for the conduct of the children under their supervision. If the child's conduct is deemed a danger to themselves, disruptive to others, or is destructive to library property, this will be considered a violation of this code of conduct. The child and the caretaker will be asked to leave the building.
- The responsibility for the safety and behavior of children in the library rests with the parent/caregiver and not with library personnel. If children are unattended at closing time, every effort will be made to contact a parent/caregiver. If arrangements cannot be made for immediate pickup, local authorities may be contacted.
- Food and drink are allowed only in the approved areas.
- Shoes and shirts are to be worn at all times.
- Persons whose bodily hygiene is offensive as to constitute a nuisance to other patrons may be asked to leave the building.
- For everyone's safety running, rollerblading, skateboarding, and scooters are prohibited in the library and the parking lot.
- Sleeping, gambling, begging, soliciting, or sales are prohibited on library property.
- Alcohol, illegal substances, and weapons are prohibited on library property.
- Smoking is not permitted in the library building.
- Abusive, threatening or obscene language will not be tolerated on library property.
- Any form of sexual misconduct, including exposure, offensive touch or sexual Harassment of other patrons or staff is not permitted on library property.
- Inappropriate behavior, such as being disruptive, monopolizing staff time, or running, which disturbs other library users or staff is not permitted.
- Persons under the influence of illegal drugs or alcohol are not permitted on library property.
- Theft, damage, or destruction of library property is a crime and WILL be prosecuted.
- Striking another (battery) or threats to harm another (assault) will be cause to contact the Westfield Police Department.
- Pornography, tampering with computer security measures or emergency locks or systems is not permitted on library property and will be prosecuted.

WWPL reserves the right to withdraw library privileges, including being on the premises, from any person whose behavior is disruptive, is inappropriate for a library environment, or interferes with the use of the library by others. The library board of trustees authorizes the library staff and law enforcement officers to enforce this code of conduct. Uncooperative persons will be cause for the Westfield Police to be summoned. Thank you for your cooperation.