

## Tom Green County Library Code of Conduct

Library staff is committed to providing the best possible customer service in an open and inviting atmosphere and the Tom Green County Library Code of Conduct is designed to ensure this atmosphere is maintained at all times.

Violations of the Code of Conduct or procedures may result in the expulsion of individuals from county premises and/or criminal prosecution.

In keeping with the county's commitment to customer service and the provision of a safe and inviting atmosphere, the following guidelines are set forth to define those activities that are inappropriate for our users and prohibited. Library staff will enforce these guidelines in a consistent and impartial manner.

The following behaviors, conduct and activities are expressly prohibited:

Prohibited behaviors under the Texas Penal Code:

- Recklessly damaging or destroying county materials or property.
- Gambling in any form on county property. (Texas Penal Code § 47.02)
- Making offensive gestures, cursing or using obscene, abusive, profane or threatening language. (Texas Penal Code § 42.01)
- Displaying or distributing obscene material. (Texas Penal Code § 43.22 and § 43.24)
- Engaging in acts of sexual misconduct, including, but not limited to, indecent exposure, sexual contact and sexual intercourse. (Texas Penal Code § 21.07 and 21.08)
- Stalking other customers or staff including looking into an area, such as a restroom, that is designed to provide privacy to a person using the area. (Texas Penal Code § 42.01 and § 42.072);
- Exhibiting signs of being under the influence of alcohol or controlled substances. (Texas Penal Code § 49.02)
- Displaying firearms or other deadly weapons on county property in a manner calculated to alarm. Exemptions from this prohibition are recognized for Law Enforcement Officers and individuals licensed to carry handguns in accordance with state law. (Texas Penal Code § 42.01 and § 30.06e)
- Engaging in physical altercations including assaults and fighting. (Texas Penal Code § 22.01)

Behaviors expressly prohibited by library policy:

- Entering or remaining in a county building before or after posted hours of operation without the express permission of the Department Director's designee.
- Smoking or using tobacco products in county buildings; including electronic cigarettes
- Entering into staff work areas not open to the public.
- Littering.
- Consuming or possessing alcoholic beverages on library premises.

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- Conversing, laughing, or otherwise talking or shouting in a loud and disruptive manner, banging on computer keyboards or disruptively using devices, including cell phones, CD players, MP3 players, walkie-talkies, PDAs, laptop computers or any other instruments. (Making sounds that are considered loud or disruptive when they are clearly audible from a distance of 3 feet by any other building user or staff member.) Sound generating or amplification devices employed by building staff or used by persons with the authorization of building staff for authorized events are exempt from this prohibition.
- Using library buildings for activities other than their intended purpose, including: loitering, sleeping, changing clothes, bathing (except for washing hands or face), shampooing, shaving, washing clothes or utensils, preparing meals or food, or personal grooming unless it is considered appropriate for an approved activity. Changing clothes in building bathrooms and applying makeup is permitted in preparation for a county approved program or event with express permission of county staff.
- Bare feet and bathing suits or clothing that does not cover both upper and lower torso is prohibited in public areas unless it is considered appropriate for an approved activity.
- Introducing any animals, insects or other living organisms into county library buildings without express permission of library staff, with the exception of service animals, such as seeing-eye dogs or other guide-trained animals. Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA and are prohibited from the library.
- Using wheeled recreational devices such as skateboards, roller skates, roller blades, bicycles, and scooters in or on library property.
- Entering, or attempting to enter library buildings possessing such defects of bodily hygiene as impairs a clean and sanitary environment, as it is intended for enjoyment of the building. This includes individuals whose neglect of bodily hygiene gives offense and therefore constitutes a nuisance to others and staff.
- Entering into or remaining in county buildings while emitting odors (including bodily odors or perfumes), which interfere with the use of services by other users or the work of staff.
- Entering into library buildings with large framed backpacks, bedrolls, blanket rolls, or more than three grocery-sized paper or plastic bags or parcels. Personal belongings including purses or cell phones must not impede access to doors, services or materials. Customers must keep personal belongings with them at all times. The library is not responsible for unattended personal belongings.
- No soliciting or proselytizing on library property, except as authorized. No panhandling at any time.
- Neglecting to provide proper supervision of children.
- Physically blocking aisles, exits, or entrances, including sitting or lying down in them.
- Moving, altering, or rearranging furniture or equipment; altering the configuration or settings of electronic equipment without the authorization of staff; or otherwise using furniture or equipment for other than its intended purpose.
- Using electronic equipment in excess of posted duration limits if other customers or staff are waiting to use the equipment.
- Assembling more than two people around a computer if it creates a disturbance to others.

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- Engaging in any other activity that disturbs normal activities and/or the environment for other users and staff.