

Code of Conduct

High Point Public Library and High Point Historical Museum

STATEMENT OF PURPOSE:

It is our policy to offer a full range of services to all residents of the community, striving to provide a safe and pleasant environment. It is for that reason the Library Board of Trustees has established rules of conduct to protect the rights and safety of both customers and staff.

The public has certain expectations of our institutions. These include an outstanding collection of materials and artifacts; pleasant, attractive surroundings; and courteous, efficient and effective service from the staff.

Customers and staff have a right to assume that visits to our facilities will be free from harassment, physical danger, and psychological and emotional stress.

Because the rights of both the public and the staff are sometimes violated by the attitudes and behavior of a minority of persons, this policy outlines unacceptable behavior patterns that will result in temporary or permanent revocation of library or museum privileges.

POLICY:

It shall be the policy of the Library Board of Trustees to maintain facilities in a quiet, pleasant environment conducive to serious study as well as casual use. To assure the successful implementation of this policy, the board has instructed the Library Director or designee to permit no use or occupancy on library or museum property by those whose behavior is unacceptable or disruptive.

Customer/user conduct is unacceptable if it:

Impedes other persons from a timely use of facilities or materials.

Excludes others from using the library or museum for its intended purpose.

Results in injury to oneself or others.

Interfere with others' use or enjoyment of the library or museum facilities.

Results or may result in damage to library or museum materials and artifacts, facilities, or equipment.

Is illegal under the laws of the United States, the State of North Carolina or ordinances of the City of High Point.

The Library Director and staff are directed to devise specific rules and regulations to enforce these policies. Such rules and regulations may be reviewed and approved by the Board of Trustees on a regular schedule or as needed and determined by the Board and the Director.

Customer privileges may be limited or revoked for violating any of these policies or regulations developed to carry out these policies. Permission may be withdrawn for a person to re-enter the facilities if the person continues violating policies or rules or if a person's physical condition is deemed offensive or dangerous to other library users or staff. Local law enforcement officials may be called if necessary to enforce these policies.

Approved by Library Board of Trustees

March 21, 2012

Guidelines for implementing Code of Conduct

The following examples are for guidance only and are not intended to be an exclusive list of inappropriate or prohibited behavior.

- Acting in a threatening manner, either verbally or physically, including stalking, harassing, prolonged staring, photographing without permission, or using abusive or obscene language towards other customers, staff or self.
- Bringing into the building or displaying knives, guns or other dangerous weapons.
- Blocking or in any way interfering with the free movement of any person or persons.
- Willfully destroying or damaging any library or Museum/Historical Society property.
- Theft of library or Museum/Historical Society property.
- Being under the influence of alcohol or drugs on library or museum property.
- Consuming alcoholic beverages on library or museum property except for authorized events or functions.
- Possession or use of illegal drugs
- Smoking in the library or museum, which is officially designated a smoke-free facility, or within 20 feet of the entrance.
- Engaging in any activities intended to interfere with or disrupt computer networks, library or museum services, or equipment.
- Engaging in loud conversation or laughter that exceeds the guidelines set forth in the library's Noise Plan.
- Using audible devices, such as cell phones, iPods, electronic games, etc., at a volume that disturbs others
- Bringing animals other than service animals or animals being used in programs into the building.
- Soliciting or selling of any kind without prior authorization of the Board of Trustees.
- Loitering, sleeping or roving through buildings with no apparent intention of using library or museum materials or resources
- Consuming food or beverages in non-designated areas.
- Engaging in excessive displays of affection, including, but not limited to, any sexual conduct or physical contact deemed inappropriate for a public place.
- Causing strong pervasive odors constituting a nuisance to others
- Misusing restrooms (e.g., using as a laundry or washing facility, or for meetings, loitering, etc.)
- Removing any property from the facilities without authorization through the established lending procedures.
- Distributing leaflets or posting notices not specifically authorized by the Library Director or designated alternate
- Moving any furniture or equipment from one location to another without authorization by a staff member.
- Failing to wear shoes or shirt, as well as proper attire covering undergarments.
- Using skateboards, inline skates, bicycles and similar equipment on library or museum property except as transport to the building.
- Engaging in any behavior that infringes on the rights of other customers and employees to use the library or museum facilities peacefully and with enjoyment.