



NOTE: A one page version for posting can be found at the end of this policy.

Behavior Policy

The East Morgan County Library District is dedicated to protecting the rights and safety of library patrons, volunteers and staff. Our goal is to enable all library visitors to enjoy an inviting and comfortable atmosphere. Each person is expected to respect the rights of others and comply with the following Behavior Policy while on library property (this includes the park surrounding the library)

Permitted conduct in the library includes:

- Quiet and courteous use of cell phones
- Small group congregation for social, study or discussion purposes
- Consumption of snacks and beverages in designated areas only
- Well behaved and non-aggressive service animals
- Use of the teen and children's areas by patrons under 16 years of age, or patrons actively using the collections.
- Photos or videos in open public areas for non-commercial use.

The following forms of misconduct may result in restricting access to the East Morgan County Library District for up to one year depending upon the frequency or severity of the incident(s). The age of the patron and any medical disabilities that play a role in the inappropriate behavior will be considered. Authorities will be notified as appropriate and necessary.

- **Alcohol/Drugs/Intoxication:** possession, transfer, or use of alcohol or illegal drugs or being under their influence.
- **Smoking/e-cigarettes/vaping:** use of any of these on any library property.
- **Disorderly Conduct:** disrupting the normal flow of library operations or interfering with the use and enjoyment of the library by others; repeatedly questioning, commenting, approaching or confronting staff with questions or comments currently being addressed or previously addressed.
- **Identity Theft:** obtaining, possessing, transferring or in any way using the identifying information of another without that person's consent including using multiple library cards or another person's library card.
- **Inappropriate Activities:** engaging in activities inappropriate for a public library facility including but not limited to loud social interaction, bathing, shaving, washing clothes, sleeping, gambling.
- **Misuse of Computers:** utilizing library computers to engage in illegal activities or to publicly view sexually explicit or pornographic materials.
- **Inappropriate Attire or Poor Hygiene:** failure to wear appropriate attire, posing a health, safety or sanitary risk or having bodily hygiene that detracts from the enjoyment of the library by others or damages library property. Shirt, shoes and pants (or similar covering) are required.
- **Theft:** concealing library materials or property on library premises or theft of library materials.
- **Verbal Abuse:** using language, words, expressions, gestures or other behavior that is intimidating, insulting, hostile, loud, abusive, obscene, offensive, rude, vulgar, or demonstrates a lack of civility to others.
- **Physical Abuse:** behaving in a threatening, intimidating or violent manner toward any person, or acting in a manner that creates the potential of physical injury to oneself or others and any form of unwanted touching or other contact.
- **Property Damage:** littering, destroying, damaging, defacing or vandalizing library property on or off library premises or threatening to damage such property in any way.



- **Sexual Misconduct:** engaging in any action that is sexually inappropriate or offensive including but not limited to physical gestures and other nonverbal behavior, such as unwelcome touching, lewd or lascivious behavior, indecent exposure, sexual battery, touching one's self or others inappropriately, grabbing, fondling, kissing, massaging, and brushing up against another's body; or publicly displaying any pornographic or sexually explicit materials whether in photographic, graphic or animated form which does not relate to medical research or would otherwise be considered obscene by local community standards.
- **Threats:** communicating a threat of harm to any person or property including patrons, Library District staff members and volunteers.
- **Soliciting or panhandling:** Vending, peddling or product sampling is not allowed. The Library District prohibits all such activities in the library, as it may interfere with the use or enjoyment of the library by library patrons. The East Morgan County Library District does not endorse, sponsor or support products, services, persons or groups unless related to library service or management.
- **Photo or video recordings:** Members of the general public and staff are permitted to take photos or recordings in open, public areas of the library for personal, non-commercial use. As a courtesy, patrons (especially those accompanying minors) and staff should be consulted before being photographed or recorded. If a patron or staff member does not wish to be photographed or recorded, they must notify the photographer/videographer to that effect. The use of photographic equipment (i.e. tripods or lighting) is prohibited without prior authorization by the Library Director. Individuals or firms wanting to take photos or videos for commercial purposes must first obtain approval from the Library Director. To protect the privacy of library patrons and staff, photos and video are restricted or prohibited in certain library locations and/or exhibition areas including, but not limited to restrooms, and areas for staff use only. Library staff reserve the right to ask any individual or group to cease the taking of photos or videos when it appears to compromise public or staff safety/security or interfere with library operations. Photographers/videographers are asked to be respectful and refrain from disturbing other library users and staff. While photos and video of publicly available collections are permitted, customers are solely responsible for obtaining consent or other permission when capturing copyrighted materials.

The East Morgan County Library District reserves the right to remove any person and/or restrict library privileges of any person whose conduct is deemed by library staff to violate this Behavior Policy. Recurring offenses may elevate the penalty.

If any of the Behavior Policy is violated the staff should take the following steps and whenever possible, have two staff members involved and consult with the library director or assistant director:

- Explain which behavior is inappropriate and why it is inappropriate, showing Behavior Policy.
- Ask the patron to stop the behavior.
- If the behavior continues, ask the patron to leave for the day.
- When the patron is welcome back in the library, if behavior again becomes problematic, the patron will be suspended for 1 week.
- If after this suspension, problematic behavior continues, the patron will be suspended for 1 month.
- If after this suspension, problematic behavior continues, the patron will be suspended for 6 months.
- If after this suspension, behavior continues, the Library Board of Trustees will evaluate and approve any loss of privileges for anything over 6 months.



- Once privileges have been lost for over 6 months, an appeal to reverse the decision may be made in writing to the Library Board of Trustees (please see the Suspension of Library Privileges Notification and Appeal Process Policy).

If staff is unable to confront the patron or uncomfortable confronting the patron, police should be contacted. In all cases of suspending privileges of a juvenile (under age 16), staff will make an effort to contact the parent or guardian.

If this is an emergency or a police matter, staff should call 9-1-1, or for a non-emergency 970-842-5021 and ask for a walk-through.

Approved: September 2010

Revised: October 2018

Reviewed: April 2021

Revised: July 2023

Revised: June 2024



For Posting: Patron Code of Conduct

Welcome to the East Morgan County Library District. We are dedicated to protecting the rights and safety of library patrons, volunteers and staff. Our goal is to enable all library visitors to enjoy an inviting and comfortable atmosphere. Without limiting the generality of the foregoing, each person can help by respecting the rights of others and complying with the following rules while on library property. Thank you for your cooperation.

The following are permitted in the library:

- Quiet and courteous use of cell phones
- Small group congregation for social, study or discussion purposes
- Consumption of light snacks and covered beverages in designated areas only
- Well behaved and non-aggressive service animals
- Use of the teen and children's areas by patrons under 16 years of age, or patrons actively using the collections.
- Photos or videos in open public areas for non-commercial use.

The following are prohibited:

- Possession, transfer, or use of alcohol or illegal drugs or being under their influence
- Possession or use of medical or recreational marijuana is not allowed on library property.
- Smoking, use of electronic smoking devices, vaping, or use of tobacco products in the library or on library property.
- Disrupting the normal flow of library operations or interfering with the use and enjoyment of the library by others.
- Using another person's library card or identifying information.
- Inappropriate activities such as loud social interaction, bathing, shaving, washing clothes, sleeping, gambling, betting or wagering .
- Misuse of computers including illegal activities and publicly viewing sexually explicit or pornographic materials.
- Inappropriate attire or poor hygiene. Shirt, shoes and pants (or similar covering) are required.
- Theft or other attempts to convert library property to personal use.
- Language or gestures that are intimidating or obscene or demonstrate a lack of civility.
- Violent behavior or any form of unwanted touching or other contact.
- Destroying or vandalizing library property or threatening to damage property.
- Engaging in any action that is sexually inappropriate or offensive.
- Communicating a threat of harm to any person or property.

The East Morgan County Library District reserves the right to remove any person whose behavior is disruptive, unsafe to the patron or others, or interferes with the use of the library by others in the judgment of library staff.

See the full Patron Code of Conduct Policy and the Suspension of Library Privileges Notification and Appeal Process Policy for specific violation penalties and appeal process.