



CASCADE PUBLIC LIBRARY

Code of Conduct Policy

The Cascade Public Library provides resources in a wide variety of formats to meet the informational, educational, recreational, and cultural needs of the community it serves. The purpose of the Conduct Policy is to provide a safe and pleasant environment for all library patrons. It also ensures access to library facilities, the safety of users and staff, and the protection of the library collection, equipment, and facility.

Conduct that disrupts the use of the library building, collections, or services is prohibited. The purpose of this policy is to provide guidelines for the staff and the public in determining whether a patron's conduct is prohibited, and how such behavior should be handled.

The following disruptive behaviors are prohibited in the library. Other disruptive behaviors, not limited to the following, may also be prohibited, at the discretion of the librarian.

1. Engaging in loud conversation or rowdy behavior.
2. Use of tobacco, e-cigarettes, vaping or other similar products which is prohibited by State Law.
3. Misuse of the library's computers or computer network, such as altering, deleting, damaging, or destroying any computer system, network, or library data.
4. The presence of roller blades, skateboards, scooters, or playground equipment in the library.
5. Parking bicycles or other vehicles in a manner that blocks or hinders entry to the library.
6. Prolonged or chronic sleeping.
7. Using offensive, threatening, harassing or abusive language or gestures.
8. Damaging, defacing, or misusing library materials, equipment, or furnishings.
9. Possessing or using alcohol or controlled substances on library premises.
10. Personal hygiene that disrupts others from using the library facilities, collections, or services.
11. Cell phone users who are disruptive or loud.
12. Animals, with the sole exception of animal aids for the disabled.
13. Inappropriate dress, e.g., no shirt or shoes.
14. Eating or drinking near the library computers, tablets, office equipment or on tables where library items are in use, or deliberately creating a mess with food or beverages is not allowed.
15. Harassing or bothering other library users or library employees on library property.
16. Possessing firearms and dangerous weapons.
17. Using personal electronic devices at a level that disrupts library operations.
18. Violation of any municipal, state, or federal law or code.

Consequences of Disruptive Behavior in the library

The patron or patrons will either receive a warning or be asked to leave the library premises at the discretion of library staff. Corrective action may be at the discretion of the librarian(s) on duty.

Unattended Children in the Library

To provide for the general safety of children using the Cascade Public Library:

1. Children under 6 years of age must always be accompanied by an adult. This means that the adult must always remain with the child. Exceptions to this policy may occur when the child is attending a program at the library for his/her own age level.
2. Library staff members are not responsible for children in any part of the library at any time.
3. Single or small groups of children that are creating a noise problem will be handled in the same manner as the general policy of conduct states. That is, they will either be warned or asked to leave depending upon the severity of the offense.
4. Responsibility for children using the library appropriately **always** rests with the parent(s) or assigned caregiver(s), not with library personnel. At the discretion of a responsible adult, children may be left unattended for the period needed to select materials, complete a homework assignment, or attend a program. The child must know how to reach the responsible adult in case the need arises. The library does not provide daycare services and should not be utilized as a daycare.
5. Children of all ages who do not have transportation home at closing time will be asked for the telephone number of a person who can pick them up at the library. If transportation is not available within 15 minutes of closing, the police will be asked to pick up the children to ensure the child's safety.

By the Cascade Public Library Board of Trustees

Adopted: 11/6/14

Reviewed 10/2/18, 8/5/20, 11/4/21, 9/5/23

Revised: 2/11/25



Monica Recker, President Cascade Public Library

Board of Trustees