



Library Policy

Tolleson Public Library System

Rules of Conduct

Purpose:

It is the policy of the Tolleson Public Library System to maintain a safe environment in the library facility. Our goal is to provide a positive experience where all library users are ensured open access to library services and programs. We support a culture of providing access to a diverse population that includes all ages and backgrounds.

Rules:

Be considerate and respectful of all library users and staff and behave in a manner that does not deter from an environment where all patrons feel welcome, respected and free from threat of mental, emotional or physical harm. To best maintain this environment, library staff are responsible for interpreting and upholding the code of conduct for each situation. Unacceptable conduct includes, but is not limited to:

1. Loud, disruptive and/or other inappropriate behavior that would reasonably be considered to irritate, annoy, or harass a fellow library patron or interfere with their permissible activities.
2. Damaging or stealing library property.
3. Verbal abuse, profanity, comments offensive to a particular group(s), or intimidation of staff or patrons.
4. Sleeping is prohibited.
5. Use of any tobacco product or e-Cigarettes.
6. Possession of or consumption of illegal drugs or alcohol.
7. Non-alcoholic beverages are permitted throughout the library. All drinks must have lids.
8. Small, individually portioned food items that will fit in a standard sandwich size bag or similarly sized container are permitted. Hot foods, carry-out or delivered meals, and food that requires preparation in the library are not permitted. Excepted from this restriction are library-sponsored programs or events and meeting room rentals. Any foods that may be considered by library staff to present possible harm to library materials or furnishings or that hinder the enjoyment of the library by others are not permitted. All food/snack items are prohibited around or while using library computers.
9. Treat library property (materials, furnishings and equipment, etc.) with respect. Use furniture and equipment for the intended purpose.
10. Persons whose bodily hygiene (including pervasive odors, perfume, and cologne) constitutes a nuisance to other persons shall be required to leave the building until remedied. Items deemed unsanitary by the library staff will not be permitted inside the library building.
11. Entering the library without wearing shoes and garments that cover the upper and lower torso is prohibited. Patrons may not remove shoes or garments that would expose their upper or lower torsos while in the library.
12. Children and adults unable to adequately care for themselves must be supervised and assisted in observing the Rules of Conduct.
13. Cell phones or other electronic device(s) must be silenced and should not be used in a manner that disturbs others.
14. Bringing bicycles, shopping carts, or other large-wheeled conveyances inside library buildings is prohibited. Wheelchairs, strollers, and mobility devices are only permitted if being used as

transportation for, or as a mobility device by, an adult or child. Skates, skateboards, collapsible scooters, and other similar devices must be carried while inside the library building. Bicycles should be stored in designated bicycle racks.

15. Individuals should limit the amount of personal property they bring into the library. Personal items (purses, backpacks, briefcases, bags) in total should not occupy more than a reasonable amount of individual personal space, such as will fit safely under the table or chair that the owner occupies.
16. Personal items are not to be left unattended and are the sole responsibility of the owner.
17. Comply with staff requests with regard to library policies, procedures, and safety instructions.
18. Refrain from entering staff only spaces.
19. Free Speech activities are allowable outside the building and cannot impede library activities or library business or be for the transaction of private commercial business.
20. Animals permitted in the library are service animals as defined by the U.S. Department of Justice and in accordance with Arizona Revised Statutes Section 11-1024 or animals being used as part of library-sponsored programs.
21. Deadly weapons are not permitted in any city facility. Weapons may be secured in lockers that are provided for this purpose on the exterior premises of each facility.

Noncompliance with the Rules of Conduct may result in progressive discipline up to and including expulsion from the library and/or suspension of library privileges.