



## Tom Green County Library Code of Conduct

Library staff is committed to providing quality customer service in an open, safe and inviting environment. 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 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 hospitable environment, the following guidelines are set forth to define those activities that are inappropriate for our users. Library staff will enforce these guidelines in a consistent and impartial manner.

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 and conduct expressly prohibited by library policy:

- Entering or remaining in library before or after posted hours of operation without express permission of Department Director's designee
- Leaving young children or dependent adults unattended for extended periods of time in the library

- Smoking or using tobacco products; including electronic cigarettes
- Entering into staff work areas not open to the public
- Littering
- Consuming or possessing alcoholic beverages on library premises
- Conversing, laughing, or talking in a loud and disruptive manner, banging on computer keyboards or disruptively using devices such as cell phones, tablets, music players, and other instruments. Sound generating or amplification devices employed by building staff or used by persons with the authorization of building staff are exempt from this prohibition
- Using libraries for activities other than their intended purpose such as: loitering, sleeping, changing clothes, bathing, shampooing, shaving, washing clothes or utensils, preparing meals or food, or personal grooming unless it is considered appropriate for an approved activity
- Appropriate apparel, including a shirt and shoes, must be worn in the Library.
- Introducing any animals, insects or other living organisms into library 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, bicycles, and scooters in or on library property. Mobility devices are excluded
- Entering into or remaining in county buildings while emitting odors which interfere with the use of services by other users or the work of staff. This includes perfumes and/or bodily hygiene that constitutes a nuisance to others
- Entering library buildings with bicycles, large framed backpacks, bedrolls, blankets, or multiple bags or parcels. Personal belongings 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. Bicycles brought into the building will be removed after one day
- 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
- 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
- Engaging in any other activity that disturbs normal activities and/or the environment for other users and staff