

SAMUELS PUBLIC LIBRARY
Rules of Conduct

The Board of Trustees believes that library patrons have the right to use library materials and services without being disturbed or impeded by other library users; that library patrons and employees have the right to a secure and comfortable environment; and, that library patrons and employees have a right to materials that are in good condition. Any misconduct that disturbs library users or staff, or that hinders others from using the library or library materials is prohibited.

1. The following forms of conduct shall be considered improper when in the Library or on Library grounds:

- a. Disorderly conduct
- b. Obscene, abusive, or sexual language or acts
- c. Presence in the library or on library grounds while under the influence of any intoxicant, narcotic, or similar substance
- d. Possession of alcohol or illegal drugs
- e. Child abuse
- f. Use of tobacco products
- g. Use of electronic smoking devices, also known as e-cigarettes and personal vaporizers
- h. Eating or drinking outside of designated areas
- i. Soliciting patrons or staff in library facilities
- j. Use of restrooms for bathing or laundry
- k. Theft or vandalism of any library property
- l. Riding on roller-skates, rollerblades, skateboards on library premises
- m. Possession of weapons, except as permitted by law
- n. Violation of other Library policies

2. Children under 10 years of age may not be left unattended in the library. They must be under the direct supervision of a parent or other adult when in the library. Parents should be aware that the police may be called for children left at the library after closing.

3. Cellular phones and other audio devices must be used with consideration for others. Ringers must be turned off. If a person needs to take or make a call, they must do so in the lobby area or outside the building.

4. The Library reserves the right to limit the number of people who may sit together at a table or computer station.

5. Shirts and shoes must be worn at all times in the Library.

6. All briefcases, oversize handbags, carryalls, luggage, packages, overcoats, and shopping bags are subject to inspection by library staff. The library is not responsible for unattended items. Unattended possessions are subject to search and disposal at the discretion of library staff. Personal possessions must be contained in an area that does not impede others. Lost items will be held for 3 months.

7. The violation of federal, state, or local ordinances on library property will be prosecuted.

8. All Library users are expected to maintain a reasonable level of volume control.

FAILURE TO COMPLY WITH ANY OF THE ABOVE RULES AND REGULATIONS MAY RESULT IN SUSPENSION OF LIBRARY PRIVILEGES AND/OR REMOVAL FROM THE LIBRARY.

EMERGENCY PROCEDURES

Medical

1. In the event of a major injury or illness of a patron or staff member, staff should notify the Person in Charge and/or call for emergency assistance - "911".
2. Clear the area of bystanders.
3. Offer to notify family or friends if the injured or ill person is taken to the hospital.
4. Complete an incident report and file with the Operations Director within 24 hours. This will require the name and address of the injured or ill person as well as a witness if appropriate.
5. A staff member injured on the job must complete a Workmen's Compensation Employee's Claim form and turn it in to the Library Director.

Physical Plant

1. All staff will receive appropriate training and should be familiar with the following:
 - a. Location of emergency exits
 - b. Location of fire extinguishers
 - c. Alarm systems
 - i. Fire and smoke alarm system
 - ii. Emergency door alarm
 - iii. Security alarm
2. In case of fire, evacuate the building and call the fire department - "911".
3. Where there is a plant emergency, one of the following individuals should be notified:
 - a. Library Director
 - b. Operations Director
 - c. President of the Board of Trustees
4. Any staff member noticing unusual or abnormal situations such as leaks, broken or damaged library property, odors, mechanical failures, etc. should notify the Library Director or Person in Charge, immediately.
5. In the case of theft of or vandalism of library property, a staff member should notify the Person in Charge who will then determine the extent and whether or not to call the police.