

## Code of Conduct

A goal of the Lafayette Public Library is to provide an environment in which all customers may safely enjoy the Library facility. Each Library customer is expected to respect the rights of others and comply with the following Code of Conduct while on Library property.

Library staff makes every effort to apply these rules in a fair and consistent manner. The Lafayette Public Library reserves the right to remove any person and/or restrict library privileges of any person whose conduct violates the Code of Conduct. Persons asked to leave the Library due to violations will be given a copy of the Code of Conduct and a written notice of suspension explaining the violation. Staff will document, in writing, the violation and the staff action taken in response to that violation. Violations may result in extended suspension or permanent exclusion from the Library.

The Lafayette Police Department will be notified for assistance as appropriate and necessary.

**Permitted conduct** in the Library includes:

- Quiet and courteous use of cell phones, except in designated quiet areas
- Congregating in small groups for social, study, or discussion purposes
- Consumption of food and covered beverages
- Use of the Library while accompanied by a service animal
- Smoking in exterior designated areas only (as defined in Article III of Chapter 43 of the Code of Ordinances of Lafayette Colorado, Restrictions on Smoking in Public Places)

**Prohibited conduct** in the Library includes but is not limited to:

- **Code of Conduct Violations:** violating this Code of Conduct or violating any other Library Board-approved policy; **Rules violations:** violating rules for usage of materials, computers, and other Library property; **Failure to comply:** failure to comply with any lawful request or demand from Library staff, or with any verbal warning or written notice of suspension issued by Library staff

### Code of Conduct Violations

- Tobacco Use: smoking or any tobacco use, including e-cigarettes, in the Library building or within 25 feet of any entryway to the Library building. See LCO § 43-31(a)(28)
- Alcohol and Marijuana Possession or Use: possession or consumption of alcohol or marijuana products on library premises
- Illegal Drugs and/or Paraphernalia: possession or consumption of illegal drugs or possession of illegal drug paraphernalia on Library premises

- Disorderly Conduct: disrupting library operations or interfering with the use and enjoyment of the Library by others by engaging in activities which disrupt Library operations or impair the public's use of Library facilities, including but not limited to loud or disruptive social interaction, bathing, shaving, washing clothes, obstructing doors or aisles.
- Prohibited Activities: panhandling or solicitation for goods or services, leaving unattended personal property; bringing bicycles, motorized scooters (except for disabled persons) and large grocery carts into the library,
- Identity Theft: obtaining, possessing, transferring, or in any way using the identifying information of another person without that person's consent, including using multiple library cards or another person's library card to extend computer use beyond established time periods
- Personal Hygiene: posing a health, safety, or sanitary risk or having bodily hygiene that detracts from the enjoyment of the library or endangers public health
- Failure to Supervise Children: All children under the age of eight must be under the direct supervision of a person over the age of 14 years old
- Theft and Concealment: concealing library materials or property on library premises; theft of library property or other attempts to convert library property to personal use; theft of personal property from any person on library premises
- Verbal Abuse: using language, words, expressions, gestures, or other behavior that is harassing, intimidating, threatening, racially disparaging, or abusive toward any person
- Physical Abuse: behaving in a threatening, intimidating, or violent manner toward any person; acting in a manner that creates the potential of physical injury to oneself or others; assault; battery; and any form of unwanted touching or other contact
- Property Damage: destroying, damaging, defacing, or vandalizing any library property another patron's property, or threatening to damage library property or another patron's property in any way
- Sexual Misconduct and Public Indecency: engaging in sexual activity; or engaging in any action that is sexually inappropriate or offensive, including lewd or lascivious behavior; simulated sexual acts; indecent exposure; sexual battery; unlawful sexual contact; public indecency under LCO § 75-220; or urination or defecation in any place on the library premises other than in or upon a toilet facility provided for such purpose
- Displaying Obscene or Illegal Material: displaying any pornographic or sexually explicit materials whether in photographic, graphic, or animated form, or materials that would otherwise be considered obscene by local community standards; viewing or displaying any child pornography or visual depictions that are harmful to minors, regardless of format
- Possession of Weapons: Possession or carrying, whether openly or concealed, of any deadly weapon, as defined in Section 75-100 of the Lafayette Code of Ordinances. See LCO §§ 75-262, 75-

262.5, 75-263, 75-263.5. Concealed carry permit holders are not excepted. This rule shall not apply to peace officers, as defined in the Colorado Revised Statutes, in the performance of their duties.

- Illegal Activity: any illegal or criminal conduct or activity whether or not included in this list of Code of Conduct Violations
- Violation of Library Policy: Violations of any Library Board approved policy. A copy of all Library Board-approved policies can be found here: [lafayetteco.gov/LibraryPolicies](http://lafayetteco.gov/LibraryPolicies).

## Code of Conduct Enforcement Policy

To provide an environment in which all patrons may safely and without undue interruption use and enjoy the library, staff must establish and enforce certain standards of conduct, memorialized in the Code of Conduct. Patrons whose behavior violates the Code of Conduct may have their Library privileges suspended.

Library staff shall make every effort to apply the Code of Conduct in a fair and consistent manner. All staff members have the authority to suspend a patron's access to the Library if, in their judgment, a patron's violation of the Code of Conduct unduly interferes with other patrons' use of the Library and/or Library operations. Library staff may request the assistance of the Lafayette Police Department if deemed necessary in staff's sole discretion. Suspensions of more than 1 day require the approval of a Library Manager. Suspensions of 30 days or more require the approval of the Library Director. For suspensions of more than 30 days, a meeting with the Director to review the Code of Conduct may be required before access to the library will be reinstated. In the case of a minor (under the age of 18), a parent or guardian must attend the meeting with the minor.

- In instances of Code of Conduct violations, the offending patron shall be requested by staff to immediately discontinue the behavior and given a verbal warning, which staff shall document in writing.
- If patron does not comply with the verbal warning, the patron shall be suspended from the Library for up to 7 days. A written notice of suspension will be provided to the patron, along with a copy of this Enforcement Policy and the Appeal of Suspensions Policy.
- If patron commits any other violation within 30 days of a verbal warning and initial suspension, patron shall be suspended for up to 60 days. Third and subsequent violations shall result in suspension for up to one year.
- Staff may seek the assistance of law enforcement, as deemed necessary.

## **Appeal of Suspensions Policy**

### APPEAL PROCEDURE AND PROCESS

Any Library patron or other person whose access to the Library or Library privileges have been suspended for any period and for whatever reason may appeal the imposition of such suspension to the City Administrator.

In order to perfect an appeal, the appealing person ("Appellant") must set forth the reasons for his or her appeal in a letter ("Appeal Letter") addressed to the Library Director and mailed to Lafayette Public Library, 775 W Baseline Rd, Lafayette CO 80026. The Appeal Letter must be received or postmarked no later than 30 days after the first day of the suspension. Letters postmarked more than 30 days after the first day of the suspension will not be considered. It is entirely the responsibility of the Appellant to ensure that this Appeal Letter is delivered to the Library. The Library Director is not responsible for letters not delivered, for whatever reason.

The Appeal Letter does not need to follow any particular format, but must be clearly legible, include the legal name and signature of the Appellant, the decision or decisions being appealed, including the start date and duration of any suspension from the Library premises, and the reasons the Appellant is bringing the appeal. When the Appeal Letter is received at the Library, the Library's Director shall forward it to the City Administrator.

The City Administrator may contact the Appellant and any other persons with knowledge of the matters involved in the appeal to answer questions about the events which resulted in the restriction of access.

Within 15 business days of receipt of the letter, the City Administrator shall render a written decision affirming, modifying, or reversing the decision being appealed. The City Administrator shall make every reasonable effort to notify the Appellant in writing of that decision. The City Administrator may, but is not required to, give any reason for or finding of fact in support of the decision. The decision shall be final, and not subject to further consideration or appeal.