

BRIGHAM CITY LIBRARY

RULES OF CONDUCT

A. **Basic Rules:**

1. Respect Yourself
2. Respect Materials
3. Respect Others
4. Respect the Space

B. **Your rights:**

Use the Library undisturbed;
Freedom from threat of harm, invasion of property, or indignity.

C. **Our rights:**

Maintain facility in a clean, pleasant and safe manner;
Complete work requirements while providing reasonable personal help;
Freedom from threat of harm, invasion of property, or indignity.

D. **Thank you for helping us guarantee these rights. In order to do so, the following rules of conduct apply:**

1. Keep voice at a whisper or below normal talking volume
2. Audio equipment kept at personal level – not heard by others
3. Running and horseplay belongs outside or at home
4. Avoid obstructing the aisles and walkways or monopolizing any library space with body or belongings
5. Stay outside personal space of others (3 feet away from computer users, following anyone around, staring)
6. Use bathrooms and other Library property for their intended purpose
7. Pets belong outside unless required by disability
8. Children's puzzle area is for children grade school age or under and their care-giver
9. Leave drinks and/or food in your vehicle or finish them before you come in
10. Put cell phone on vibrate and go to the foyer to talk on it

E. **NEVER:**

1. Fight
2. Make threats of any kind
3. Use obscene, abusive or racial language
4. Publicly display affection
5. Bring alcohol, drugs or use tobacco on property
6. Damage library property
7. Fail to wear proper clothing including shirts and footwear
8. Enter library with firearm, knife or other weapon
9. Tamper in any way with Library equipment
10. Solicit products or goods
11. Use rollerblades, roller skates, skateboards, "healies" or other sports equipment
12. Remove Library material without proper check-out

- F. Use of Computer Time will continue if Internet use guidelines and policies are observed:** (complete Internet use policy available at front desk)
1. A legible signature and correct time is entered
 2. No settings are changed, including wallpaper and icon titles
 3. No more than two people located at each computer and one person per chair
 4. No inappropriate web-sites are accessed
- G. Those failing to follow the rules of behavior listed above will be:**
1. Given a copy of the library rules and asked to comply immediately.
 2. Those failing to comply will be asked to leave.
 3. If violators do not leave, the police will be called.
 4. Repeat offenders may be banned from the library.
- H. Anyone wishing to appeal may submit a request in writing to the Library Director.**

Approved by the Brigham City Library Board February 20, 2007