
Board Policy



Library Rules of Conduct

Policy Statement

The Pierce County Library System strives to provide inclusive, welcoming, and respectful spaces and experiences for all community members. The Library encourages activities that are safe, and non-discriminatory, and allow for the varied ways users choose to engage with the Library. Specific behaviors are required to maintain this positive and beneficial environment.

Purpose

This policy defines expectations for behavior for Library users.

This policy also establishes the steps individuals can take to appeal any ban or criminal trespass for any length of time that is longer than seven (7) consecutive days.

Policy

Staff applies the Rules of Conduct in a fair, equitable and consistent manner for the benefit of all.

All visitors are expected to:

- Be safe
- Be respectful of staff and other visitors
- Be respectful of Library property
- Comply with staff direction
- Obey the law

Each Library user is responsible for their own safety, the safety of children or dependents in their care, and the security of their personal belongings. The Library is not responsible for users' reckless, negligent, intentional, or criminal acts, or the actions of others.

Library staff will intervene to stop prohibited activities and behaviors. Failure to comply with this and any other established Library policies could result in restriction of Library privileges, immediate removal from the premises or exclusion from the Library for a period of one day to one year, or in arrest or criminal prosecution.

The following behaviors are not allowed:

<p>1. UNSAFE or DISRUPTIVE Any activity that unreasonably interferes with others' use and enjoyment of the Library or with the functioning of Library staff</p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none">• Behavior likely to cause personal injury• Interfering with the free passage of staff or others• Use of hostile or aggressive language or gestures
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	<ul style="list-style-type: none"> • Loud talking or disruptive physical behavior • Use of electronic or communication devices in a manner that is disruptive • Consuming foods or beverages in a manner that is disruptive • Wearing insufficient clothing, including shoes • Bodily scent so strong as to constitute a nuisance • Sales or solicitation • Bringing animals other than service animals into the Library • Leaving personal property unattended or with staff
<p>2. INAPPROPRIATE USE OF LIBRARY PRIVILEGES OR PROPERTY Using Library privileges, materials, equipment, fixtures, furniture, buildings or grounds in any manner other than intended</p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Actions that may result in damage to Library property or the property of others • Smoking on library property
<p>3. ILLEGAL Any behavior that is prohibited by law</p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Threatening or harassing behavior towards staff or others • Assaulting staff or others • Sexual misconduct or harassment • Selling or using drugs • Consuming alcohol or possessing an open container of liquor • Theft of library materials or items belonging to staff or others • Use of any library property; including, computers and wifi to conduct illegal activities • Viewing or printing child pornography
<p>4. NONCOMPLIANCE WITH STAFF Ignoring requests or disobeying the direction of Library staff</p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Failing to stop a prohibited behavior, when asked to do so • Failing to leave when requested for violations of the Rules of Conduct or any Library policy

Table 1: Behaviors and Examples

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Appeal Process

Individuals who have received a ban or criminal trespass for any length of time beyond thirty (30) consecutive days may appeal this decision in writing to the Library's Deputy Director. The appeal must include a mailing or email address with which the Library may correspond with the individual making the appeal. The Deputy Director will review timely filed appeals and make a determination. A written response will be provided within 30 days of the receipt of the appeal.

When a permanent trespass has been issued, appeals may be made after (21) days to the Executive Director and, if denied, an appeal for permanent trespass may be considered again after 5 years.

Trespass restrictions remain in effect during the appeal process.

Delegation

The Library Board of Trustees delegates to the Library's Executive Director the authority to adopt guidelines and procedures to implement this policy, including timelines and procedures for appeals.

Library staff are authorized by the Library Board of Trustees to exclude any user, who violates the Rules of Conduct, from its facilities for a specified period of time, as authorized under RCW 27.12.290.

Adopted by the Pierce County Rural Library District Board of Trustees, October 11, 2023.

By the enactment of this policy the Board of Trustees of Pierce County Library System is concurrently rescinding any prior policy or procedure within PCLS that is either in conflict with or expansive of the matters addressed in this policy.