

Policy Manual: Appendix B
Code of Conduct for the Patrons of the Forest Park Public
Library

(Board of Trustees Approved: August 2017)

We want everyone who visits Forest Park Public Library to have an enjoyable experience. Whatever your particular reason for visiting the library, we ask your help in keeping it a pleasant, safe place to spend time. Please help us with the following:

In public areas:

- Conduct yourself in a safe and legal manner while visiting the library, and be considerate of others.
- Speak no louder than a normal conversational tone, and use polite language.
- Turn off the ringer on your cell phone and its earpiece.
- Listen to portable audio devices and audio content on computers so that only you can hear them.
- Keep the entrance and lobby area clear. The outside area, including our bench, is for short term use only.
- Bicycles must be left at our rack.
- You are responsible for your personal property while at the library.
- Service animals are the only animals allowed in the library.
- Keep food or tobacco products in a closed bag or other container.
- Bring only nonalcoholic beverages into the library, and keep them in covered containers.
- Avoid giving offense to others due to your personal hygiene.
- Keep your shirt and shoes on.
- Remain awake. If you are feeling ill, please let us know so we can get you medical help.
- Smoking is not allowed on library property.

In our public restroom facilities:

- Use our restrooms courteously, with the comfort of others in mind.
- Remember that our restrooms are for general public use, and it is not appropriate to bathe, wash personal items, or smoke in them.

Children and parental responsibilities:

- Any child under the age of eight (8) must be supervised by a responsible person at least fourteen (14) years old while using the library.
- The Parental Responsibilities Policy has more details on what we require concerning accountability for your children while they use the library.
- In the case of minors, consequences for violating the Code of Conduct may include any of the following: Dismissal from the library; Written warning to parents or guardians; Suspension of library privileges, with a service option; Suspension of library privileges.

If you fail to comply with one or more of the Library's established policies on public conduct, the Library may be forced to suspend your library privileges. If this happens, the Director will give you written notice informing you of the period of suspension and the reason(s) for which it is being imposed. You may appeal a suspension of privileges in writing to the Board of Trustees, not later than its next regularly scheduled meeting following the date of the written notice of suspension. You will serve any period of suspension, pending action by the Board of Trustees on your appeal. The Library is prepared to seek other remedies under the law, including prosecution, as necessary.

