



Last updated 3/2/2022

## CONDUCT

### (2.1) Conduct Policy

In accordance with CBJ 03.20.020, the Juneau Public Libraries hereby adopt the following Conduct Policy as necessary for the operation of the library and protection of the library and its patrons.

#### **Purpose:**

The purpose of the Juneau Public Library's Rules of Conduct is to ensure a safe, orderly, and comfortable atmosphere in which all Library patrons can use the Library's materials and services safely and effectively. It is the goal of the Juneau Public Libraries to ensure library facilities are welcoming and provide equitable access to materials and services to all library users. Staff and patrons should be mindful of the effects of their behavior on others using the Library's facilities.

Individuals must conduct themselves at all times in a manner that does not interfere with others and that is in keeping with the nature of the library's programs and services.

#### **Inappropriate behaviors include, but are not limited to, the following:**

1. Any activity in violation of federal law, state law, or local ordinance;
2. Abusive, threatening, harassing, obscene, or attention-seeking behavior or attire which unreasonably disrupts library activities, library staff and/or patrons;
3. Deliberate damage to, tampering with, or defacing of library materials, furnishings, equipment or other library property;
4. Consumption of food or beverages, except where specifically allowed;
5. Smoking, vaping or other tobacco use in library facilities, including entryways, decks or elevators;
6. Intoxication or other behaviors that result in harm to self or other patrons;
7. Strong body odor or perfume/cologne to the point of impeding the public's use of the library;
8. Possession of dangerous weapons (firearm, knife, club, etc.) except where permitted by law;
9. Unauthorized entry into Staff Only areas;
10. Persistent sleeping in the library;
11. Soliciting funds as defined in CBJ 42.20.200;
12. Failure to comply with reasonable staff requests;
13. Violation of posted Internet and computer use policies;
14. Lewd behavior such as indecent exposure, voyeurism, sexual advances, or any conduct amounting to child enticement;
15. Bringing in animals except service animals or those participating in a library sponsored program.



## **Enforcement**

The Library Director or designee will apply the rules of conduct in a fair and equitable manner for the benefit of all. If any of the information on what behaviors are not permitted is unclear, please ask a member of the library staff for clarification.

In cases of minor violations to this policy, library staff will attempt to educate individuals about what part of the policy has been violated and explain how to fix it. The consequences of misconduct may be any of the following: verbal warning, restorative justice proceedings, limits on library use, suspension of library privileges, or prosecution. Anyone whose conduct is disruptive to library operations or to the use of the library by other patrons may have the privilege of using the library abridged or denied in accordance with CBJ 03.20.040. Parents will be called or notified in writing in the cases of misconduct by a minor (less than 18 years of age).

## **Appeal Process**

An individual may appeal restricted or suspended library privileges within fourteen days of notification of loss of privileges. Appeals must be in writing and should be addressed to the Library Director, Juneau Public Libraries 292 Marine Way, Juneau, AK 99801. The Library Director will respond within fourteen days of receipt of the written appeal.

Final appeal is to the City Manager or the City Manager's deputy.

During the time of any appeal process, the suspension or limitation of library privileges will remain in effect.