

# Courtesy Policy

*Adopted July 2019; Revised February 2023*

The Plainfield-Guilford Township Public Library is committed to providing a welcoming environment so all visitors can enjoy the library. We ask that everyone be courteous and respect other visitors, library staff, and facilities by showing appropriate behavior and by refraining from inappropriate actions that disrupt or detract from others' use and enjoyment of the library.

Such inappropriate actions include, but are not limited to, the following:

1. Any illegal activity;
2. Possession of weapons except as permitted by law;
3. Any form of sexual misconduct, exposure, or offensive touching;
4. Being under the influence of or in possession of alcohol or any other illegal substance;
5. Harassment or abuse of any kind toward staff and library users;
6. Threatening or intimidating staff or library users in any way;
7. Engaging staff in excessive conversation, stalking, or lingering at public service desks;
8. Engaging in disruptive behavior or causing a disturbance;
9. Loitering on library property;
10. Being in the library before or after business hours;
11. Entering staff work areas;
12. Using tobacco or vaping products in the library or within close proximity of entrances;
13. Damaging, misusing, or monopolizing library property, equipment or materials;
14. Selling or soliciting on library property without prior approval from Library Administration;
15. Petitioning, electioneering, or distributing leaflets or other materials inside the library;
16. Panhandling on library property;
17. Distributing or posting printed materials without prior Library Director approval;
18. Bringing in animals except service animals without prior Library Director approval;
19. Improperly using restrooms;
20. Serving food in public areas;
21. Using bicycles, rollerblades, skateboards, scooters, etc. in the library;
22. Blocking aisles, entrances, and exits;
23. Not wearing shoes or a shirt; wearing cleats or bathing suits;
24. Having offensive bodily hygiene so as to be a nuisance to others;
25. Violating established library rules, regulations, policies, procedures, or guidelines

## **Posting, Enforcement and Appeal**

This policy will be posted conspicuously throughout the library and on the library website. All library staff are responsible for enforcement. Individuals violating the policy will be given sufficient opportunity to take corrective action before being asked to leave the premises. Law enforcement may be called to assist in the removal of uncooperative individuals. Trespass warrants may be issued by police barring individuals from the library for a specific amount of time. Library patrons may submit a written petition to the Library Director for review of any sanction imposed by library staff. Sanctions imposed by the Library Director may be appealed in writing to the Library Board.