City of Lubbock, TX Library

Administrative Policies and Procedures

Subject:

Library User Code of Conduct

Effective Date: 07/07/88

Approved by:

Lie Demler	Revised Date:
City Manager	
Scattoman	
Assistant City Manager	

01/16/97 08/19/02 05/17/04 05/18/05 04/01/08

Applies to: **Library Patrons**

Policy: The mission of the Lubbock Public Library is to offer library materials, services, and programs to meet the informational, educational, and recreational needs of the community. In order to maintain a safe, clean and pleasant environment conducive to accomplishing this mission, the City of Lubbock has adopted these rules of conduct for those using the library. The following actions, as well as any other behavior that disrupts the public use of the library, are prohibited:

- Disorderly conduct
- Soliciting of and panhandling for money, transportation, . goods, or services
- Smoking or using other tobacco products within the library
- Physical abuse, assault on another person, or the use of ٠ abusive, insulting, or threatening language or gestures
- Sexual harassment or abuse, or the use of sexually offensive language, innuendo, or inquiry
- Intoxication from alcohol or other drugs ٠
- Bathing, shaving, shampooing, washing clothes, or other inappropriate uses of library restrooms
- Placing feet on tables, chairs, or other furnishings
- Engaging in any activity prohibited by law
- Unattended packages, bags, or personal belongings ٠
- Bringing in bedrolls, sleeping bags, luggage, camping backpacks, large plastic bags or items which size exceeds 24" x18" x 20"

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	 Bringing pets into the building, with the exception of service animals or animals specifically invited for library-sponsored programs Harassing, intimidating, stalking, or prolonged staring at patrons or staff Damaging or vandalizing library facilities, equipment, or materials Removing library materials without properly checking them out Entering staff areas without authorization Failing to abide by library rules and regulations posted or related by library staff 	
Roles and Responsibilities:	Library Director and Staff	
	• Ensure that the user code of conduct is posted and enforced through training and observation.	
	Library Patrons	
	• Adhere to the guidelines of the user code of conduct.	
Procedures:	Violations	
	ne violating these rules may be asked to leave the library premises brary privileges may be suspended. All library staff members are rized to enforce these rules. The Lubbock Police Department may be to assist with the enforcement of these rules.	
Checks and Balances:	Library supervisory staff ensures that library employees are aware of these rules of conduct and are allowed to enforce them.	
Forms and Required Documents:	None.	