



Franklin County LIBRARIES

Code of Conduct Policy

It is the mission of the Franklin County Library System to create a safe and welcoming library setting that creates learning opportunities that lead to personal discovery, growth, and enjoyment. In addition, the Franklin County Library System upholds the principles of intellectual freedom and inquiry as outlined in the American Library Association document known as the Library Bill of Rights (adopted June 19, 1939, and reaffirmed January 29, 2019).

The System is defined for this policy as Franklin County Library System Headquarters, Coyle Free Library, Grove Family Library, Lilian S. Besore Memorial Library, St. Thomas Library, Blue Ridge Summit Free Library, and Franklin County Bookmobile.

As the library system serves the public, the patrons are responsible for behaving in a manner that does not violate the rights of others, their use of the library, or interfere with library services and operations. If a patron is disruptive, the library is committed to protecting the safety of everyone who uses the library campus. For that reason, disruptive acts will not be tolerated.

Disruptive acts are those that create inconvenience, annoyance, or alarm. The rules below are for all ages using the library, and the staff is to enforce them as far as practical. Some examples include but are not limited to:

1. No loitering is allowed in the bathrooms or stairways.
2. Soliciting, campaigning, and gambling are not permitted on library property except for fundraising activities for the library or with permission from the Executive Director.
3. Fighting, running, jumping, climbing, or anything that presents a safety hazard is prohibited.
4. Loud, obscene, or abusive language to library staff or other patrons is prohibited. Persons exhibiting such behavior will be asked to leave. Police will be called if necessary.
5. Using audio equipment (radios, CD players, MP3 players, cell phones, etc.) at a level that disturbs others is not allowed. Headphones should be

used with audio equipment.

6. The library does not allow rollerblades, scooters, skateboards, bicycles, and other outdoor recreational devices inside our properties. They should not block sidewalks or entrances. Bicycles are permitted only on the sidewalk up to the bike rack, if available. Patrons are responsible for the security of their bike(s).
7. Any purposeful damage done to library materials, equipment, furniture, and facilities, including theft, is against the law and will be reported to the police.
8. The acceptable use policy for Internet access will be respected while using library computers. Use of library computers to harass or bully will not be tolerated and is grounds for loss of computer privileges. You may request a copy of our computer and internet policy from a staff member or find it on our website at <https://discovery.fclspa.org/Files/8/ViewPDF>.
9. Clothing and shoes are required at all times.
10. No smoking, vaping, e-cigarette, or tobacco product use is allowed inside or within 20 feet of the building.
11. Animals must be controlled by the owner at all times while in the library building and on property..
12. Weapons are prohibited from library premises to the fullest extent permitted by law. A weapon is any item being used in a threatening manner with the intent to cause bodily harm.
13. Public drunkenness/belligerence, use of alcohol/illegal drugs, or any chemical substance with the intent of intoxication will not be tolerated in the building or anywhere on library property.
14. Absolutely no sexual acts or sexually harassing conduct, including peeping, stalking, and indecent exposure, is allowed on library property.
15. Do not leave personal items unattended. Library staff is not responsible for patrons' personal belongings. The library reserves the right to inspect all bags, purses, briefcases, backpacks, etc.
16. Snacks and covered beverages are permitted in most library areas. No open food or drink containers are allowed near library technology. Properly dispose of all food, trash, and recycling.

A staff member may ask anyone committing a disruptive act to leave the library. Access to library facilities may be limited for a period of time if rules of conduct are disregarded. If the individual is a minor, they can call their parent or guardian

to inform them of the circumstance. Library staff may ask for assistance from the police if necessary. Repeat offenders will be banned from library property for a period of time or in perpetuity, depending on the offense.

The Franklin County Library System strictly enforces the Library Theft Act of the Commonwealth of Pennsylvania.

Children in the Library

Parents, guardians, or adult caregivers are legally responsible for the behavior and welfare of their children. The Library is not responsible for children who are unattended or demonstrating inappropriate behavior. FCLS defines an unattended minor as any young person under eighteen who is unaccompanied by a responsible adult age eighteen or older. The following guidelines exist out of concern for the care and safety of young library users. Staff members will use their judgment and discretion in determining whether or not an unattended minor needs a parent or caregiver to provide supervision.

Children under the age of 8 must have a parent or caregiver near and in visual contact with the child. The assigned caregiver must be responsible and carry emergency contact information. An exception would be children attending a library program without a parent or caregiver in the room. However, the parent or caregiver is expected to remain in the library building and immediately join the child at the end of the program.

If a child in this age group is found unattended, library staff will attempt to locate the parent or caregiver in the library to attend to the child. If the parent/caregiver cannot be found or the child is unattended again, the police will be called for assistance.

Children ages 8 through 11 require adult supervision to ensure their safety and to maintain appropriate behavior and responsible library use. Although they may be alone in the library, a parent or caregiver must always be on the premises.

FCLS recognizes that many **young adults ages 12 to 17** are responsible enough to be in the library without adult supervision. However, if library staff identifies behavioral issues or recognizes that a young adult cannot use the library responsibly, staff may ask young adults to leave the premises. Parental/guardian contact information must be provided when a library card is obtained in case a call is required. It is highly encouraged that every youth over 11 get a library card if spending time in the library without adult supervision. If continuous behavioral issues occur, a young adult may be required to have a parent or caregiver present

while using the library or, in some cases, have library privileges suspended or not be allowed to return to the library.

If a child remains at the library after closing and the staff cannot locate a parent or guardian, the police may be called for assistance at the discretion of the library staff.

Students ages 12 to 17 must have a letter from the parent/guardian stating the child is home-schooled to use the public library alone during school hours. The letter must include emergency contact information. The parent/guardian will be called by staff to confirm the home school status. The school district may also be contacted.

The library will do its best to uphold PA State laws on truancy.

Approved by FCLS library board on 10/17/2023