



RUSSELL LIBRARY

grow connect strive thrive

RUSSELL LIBRARY CODE OF CONDUCT

Welcome to the Russell Library. This Code of Conduct is an extension of Russell Library's mission, vision, and strategic goals: *"We empower people to grow, connect, strive and thrive. Everyone feels welcomed and included. We strengthen community, create a safe and welcoming destination, foster a thriving economic ecosystem, and promote a lifelong love of learning."*

This Code of Conduct is intended to foster a cordial and orderly atmosphere for exploring and creating information. Please help us keep the Library a place where all may read or work in comfort.

- Patrons shall treat staff and fellow library users with respect and consideration.
- Patrons shall treat library property (materials, furnishings, equipment, etc.) with respect.
- Patrons shall comply with time limits in effect for the use of library equipment, including public computers.
- Patrons shall be engaged in activities associated with the use of a public library while in the building. Patrons not engaged in reading, studying, gathering, or using library resources and services may be asked to leave the premises.
- Parents and caregivers shall attend to the behavior, safety, and supervision of their children at all times. According to state statute (CGS Sec. 53-21a) and Russell Library's [Unattended Children Policy](#), a parent or caregiver for each child under the age of twelve shall supervise the child.

The following are not permitted:

- Soliciting or petitioning
- Disorderly or disruptive behavior
- Abusive, threatening, harassing, or intimidating language or behavior
- Smoking, vaping, or drinking alcoholic beverages
- Consuming food and drink, unless in designated areas
- Bringing in pets, except credentialed service animals
- Leaving children under age 12 unattended
- Operating a private business
- Inappropriate use of electronic information resources
- Creating an unsafe or unsanitary environment

If Library staff determine that a patron's personal belongings are disorderly, disruptive, unsafe, and/or unsanitary, Library staff may ask the patron to remove some or all of the belongings from the Library. If so asked, the patron shall comply. Russell Library is not responsible for personal belongings brought into the Library, nor for their loss or theft on the premises. If Library staff determine that a patron's personal belongings have been left unattended, Library staff may remove them to the Lost and Found.

Library staff may use the following 3-step process with any patron who does not comply with one or more of these guidelines.

1. Library staff notify patrons of behavior that breaches the Library's Code of Conduct, as well as the consequences of further misconduct.
2. If the patron continues to breach these guidelines, Library staff shall ask the patron a second time to conform to the Code of Conduct.
3. If the patron continues to breach these guidelines after the second verbal warning, Library staff may ask the patron to leave the premises for the remainder of Library business hours that day. If so asked, the patron shall comply.

Library staff may vary this process as the nature and severity of the misconduct require. For more serious misconduct, Library Administration may take additional action as necessary, including without limitation lengthening the suspension or revoking the patron's library privileges.

Patrons may appeal the suspension or revocation of any library privileges to the Library Director.

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