

SACHSE PUBLIC LIBRARY
PATRON BEHAVIOR POLICY

A. Purpose

1. The Sachse Public Library (the “Library”) facilities are created for the specific purpose of providing an enjoyable and educational environment where the public can access the Library’s collection of books as well as its multimedia and technology resources. It is expected that patrons shall be engaged in activities associated with use of a public library while in the building. As the Library is a facility owned and operated by the City, each Library user is expected to exercise reasonable care in his/her use of the facilities.
2. The Library has established this Patron Behavior Policy to ensure that Library facilities are safe, welcoming and provide equitable access to materials and services for all library users. Appropriate Library conduct includes activities such as reading, studying, proper use of library materials or computers, and other similar conduct normally associated with a public library.

B. General Rules

1. Property
 - a. All Patrons shall use the Library’s facilities, materials, and furnishings as intended.
 - b. Patrons may not distribute or post printed material in the Library.
2. Animals
 - a. Animals are not allowed in the Library, with the exception of service animals on duty or in training, and animals that are part of Library-approved events.
3. Library restrooms shall be used as intended; do not use them for bathing, shaving, washing hair or laundry.
4. Food and Drink
 - a. Food and uncovered drinks are not permitted near Library computers. Any damage resulting from these drinks are the responsibility of the user. Responsible and limited food consumption is permissible at the discretion of Library staff
 - b. All drinks must be secured with a lid.
5. Personal Items
 - a. Patrons should keep personal items with them at all times. Library staff may remove unattended items

- b. The Library is not responsible for lost or stolen personal items in the Library.

C. Environmental Rules

1. Patrons shall keep noise levels down to avoid disturbing others by:
 - a. Lowering voices;
 - b. Using headphones on low volume;
 - c. Silencing ringing or other sounds created by cell phones and other electronic devices, and talking on such devices in outdoor areas only; and
 - d. Refraining from talking on cell phones in the Library (text messaging is permitted).
2. Patrons shall behave in a manner that does not interfere with another person's ability to use and enjoy the Library or prohibit staff from providing services:
 - a. Unacceptable behaviors include, but are not limited to:
 - i. Monopolizing library equipment, resources, or staff time.
 - ii. Selling, panhandling, or soliciting in the building, on the grounds, or in the parking lot.
 - iii. Petition signing is limited to outside areas as designated by the Library Manager or designee.
3. Parents or caregivers are responsible for their children's behavior.
4. Patrons should reference the Library's Unattended Children's Policy requiring all children under 12 years of age to be attended and adequately supervised by a parent, guardian, or caregiver who is a responsible person of at least 12 years of age at all times. Patrons should assist children in selecting books from the shelves.

D. Safety Rules

1. Patrons shall follow staff instructions including, but not limited to the following:
 - a. Stay in public areas of the Library unless accompanied by a staff person.
 - b. Vacate the Library at closing time and during emergency situations.
2. Patrons shall follow all laws, including, but not limited to, the prohibition of:
 - a. Theft, defacement, or destruction of Library property.
 - b. Possession or display of weapons without a concealed handgun permit, illegal or controlled substances, or alcohol.
 - c. Sexual activity in public places.

- d. Harassment, or behaving in a threatening or abusive manner (including, but not limited to, assault, verbal threats, stalking, or fighting).
 - e. Being under the influence of illegal drugs and alcohol.
 - f. The display or dissemination of child pornography, or material that is harmful to minors.
3. Patrons shall follow all Library policies.
4. Patrons shall make certain that children do not engage in unsafe activities, including, but not limited to, swinging, climbing, or standing on furniture and equipment, or roaming unattended.
5. Patrons may not smoking any tobacco products (including e-cigarettes) inside the Library.
6. Wheeled devices (example razor scooters, hoverboards, skateboards, wheeled shoes) may not be used in the Library. (EXCEPTIONS: Disabled patrons may use assistive devices, and caregivers may use strollers for children in the Library.
7. For personal safety, all patrons must be fully clothed, including shirt and shoes, at all times.

E. Enforcement of Behavior Policy

1. The Library Manager and his/her designated staff are responsible for interpreting these rules in accordance with applicable law and for ensuring appropriate behavior in the library.
2. Any and all illegal activity will be reported to the Sachse Police Department.
3. Violation of the foregoing may result in the patron's Library privileges being limited or revoked, removal of the patron from the building, the issuance of a criminal trespass warning, or criminal prosecution if the conduct constitutes a violation of Federal law, State law or the Sachse Code of Ordinances.
4. Library privileges may be revoked for a period of up to one (1) year. This action may be taken by the Library Manager or designee. A library patron whose Library privilege has been revoked may appeal this action to the City Manager by submitting a written appeal to the Library Manager or designee within ten (10) days from the date of the determination letter. The City Manager shall render a written decision within five (5) days after receiving the information submitted by the library patron. The decision of the City Manager is final.

