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## Maryville Public Library Policy

### Section D: PUBLIC ACCESS & SERVICES

**Subject 100:** Acceptable Behavior in the Library,  
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Last reviewed/revised: 2023

## Acceptable Behavior in the Maryville Public Library

Patrons shall be engaged in normal activities associated with the use of a public library while in the building. Patrons not engaged in reading, studying, using Library materials, Library services or attending Library programs may be asked to leave the building. In keeping with the Library's commitment to customer service and the provision of a safe and inviting atmosphere, the following guidelines have been developed to define those activities that are prohibited to all staff/employees, patrons, contractors, volunteers, and visitors.

### PROHIBITIONS

1. Engaging in any activity in violation of Federal, State, local, or other applicable law, or Library policy.
2. Entering or remaining in a Library facility before or after posted hours of service.
3. Theft, or attempted theft, or destruction or attempted destruction of Library materials or property or the personal property of Library customers or staff.
4. Creating loud noises, loud talking, laughter, conversation, or disruptive use of sound-producing devices, including cell phones, CD players, walkie-talkies, PDAs, and laptop computers. Volume on cell phones and personal electronic devices should be turned down upon entering the library. All necessary cell phone conversations should be conducted in the north lobby. Library staff may grant public use computer users permission to use a cell phone under conditions authorized by the Library Director.
5. Use of Library facilities for other than their intended purpose, including use of the facilities for loitering, sleeping, changing clothes, bathing, shampooing, washing clothes or utensils, or preparing meals or food. Changing clothes in Library bathrooms and applying makeup is permitted in preparation for a Library-approved program or event.
6. Smoking, pursuant to the Municipal Code of Maryville, Sec, 235.020, or use of other tobacco products on Library property. The term "tobacco products" include but is not limited to cigarettes, cigars, pipe tobacco, smokeless/chewing tobacco, electronic cigarettes, herbal smoke products, hookahs, beedies, and any other smoke-related substances or products.
7. Entry into the Library without a shirt or other covering of the upper body or without shoes or other footwear. Wet bathing suits are not allowed.
8. The uninvited introduction of any animals, insects and other living organisms except service animals, such as seeing-eye dogs, certified reading therapy dogs or other guide-trained animals.
9. Entry into any staff work area not open to the public.
10. Skateboarding, roller blading, bicycling or transportation on any other human-powered wheeled conveyance on Library property, to include parking lots and sidewalks. The sole exception is transportation by wheelchair or bicycle to and from designated parking areas.
11. Interference with use of the Library by other customers, or with Library staff's performance of their duties. Such interference includes behaviors that, by sight, sound or bodily gestures, are intrusive to other customers' concentration and quiet enjoyment of facilities and materials.

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12. Entry or attempted entry into the Library under such conditions of bodily hygiene and/or odor (including perfumes) as impairs the clean and sanitary environment intended for customers' enjoyment of the facilities including the neglect of bodily hygiene so that it constitutes a nuisance to other customers.
13. Entry into the Library with large framed backpacks, bedrolls, blanket rolls, or more than three grocery-sized paper or plastic bags or parcels. Personal belongings must be kept with customers at all times. Personal belongings must not take up excess space or impede access to services and materials. Unattended personal belongings will be collected, and an effort will be made to identify and contact the owner. If not claimed within a reasonable amount of time, items will be discarded.
14. Gambling in any form (e.g., throwing dice, pitching pennies, playing poker, and other games of chance) on Library premises or any group activities that are disruptive to other patrons.
15. Offensive gestures, cursing, obscene or abusive language (verbal or written) including hate speech, racial slurs or profanities.
16. Public display of explicit sexual material or child pornography as outlined in Missouri State Statute, Chapter 573, Pornography and Related Offenses, Section 573.060.
17. Soliciting, campaigning, or conducting surveys not authorized by the Library on Library property.
18. Verbally or physically threatening or harassing other patrons, volunteers, or staff. This includes but is not limited to stalking, staring, lurking, offensive touching, sexual harassment, sexual solicitation, public masturbation, and acts of exposure. Verbal abuse also includes but is not limited to name-calling, disparaging remarks regarding a person's intelligence, appearance, or any legally protected characteristic such as race, ethnicity, gender, age, or religion.
19. Using or bringing controlled substances or alcohol onto Library property or otherwise exhibiting signs and symptoms of being under the influence of alcohol or controlled substances.
20. Possession of knives, firearms or other weapons, unless authorized by state law.
21. Physical altercations including assault or violent acts.
22. Leaving children unattended or neglecting to provide proper supervision of children.
23. Littering.
24. Consuming food or beverages in public areas of the Library, including restrooms (except for water in closed containers as permitted by authorized library employees, drinking fountain use, baby bottles, nursing, at Library authorized events, or with authorization of the Director). Any patron carrying a food or drink item will be asked to take it outside or it will be held for them until they are ready to leave.
25. Use of children's area for other than its intended purpose, which is the benefit and use of children and their accompanying adult supervisors.
26. Taking photographs, audiotaping, videotaping, or doing similar types of filming in the library without the permission of the Director.

27. Refusal to remove, upon entering a Library facility, any article of clothing (such as dark sunglasses, hat, hood, or scarf) which covers the face and conceals the identity, unless such article of clothing is worn for religious purposes.
28. Being present in library offices or other non-public areas without permission, unless accompanied by a library staff member, or pursuant to a prior arrangement with the Director or designated staff.
29. Refusing to leave the building at or after the time of closing or being present in the library building outside of normal operating hours, without permission or a prior arrangement with the Director or designated staff.
30. Any other behavior deemed inappropriate by the Library Director.