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| Policy Section | Board |
| Code of Conduct | Adopted 11-2005 |
| ARLINGTON PUBLIC LIBRARY | Reviewed & Revised 10-2016 Reviewed & approved 10-2019 |

Code of Conduct

The Arlington Public Library seeks to provide quality library service to all patrons. The following code of conduct has been adopted for the comfort and protection of the rights of all those using and working in the Arlington Public Library. The library staff will enforce this code on a courteous but firm manner. We ask your cooperation in helping us provide a safe and pleasant environment for all our patrons and staff.

- A. Unacceptable behavior is not permitted. Unacceptable behavior includes, but is not limited to:
 - 1. Loud talking or other noise
 - 2. Physical threats or abuse
 - 3. Running and roaming
 - 4. Abusive or foul language
 - 5. Abuse or misuse of library furnishing, equipment, or materials
 - 6. Congregation in or around entrances or stairways, inside or outside
 - 7. Commission of an illegal or unauthorized act on library property against the patrons, personnel, or property of the library, i.e., theft, trespass, assault, arson, etc.
 - 8. Failure to pay fines or proper library costs when due
 - 9. Use of alcohol or mood-altering drugs on library property.

- B. The following are not permitted:
 - 1. Solicitation
 - 2. Smoking
 - 3. Eating or drinking
 - 4. Loitering
 - 5. Weapons
 - 6. Possession of alcohol; possession of illegal drugs.

- C. Radios, tape players, walkmans, and cell phones may not be used in the library.

Patrons will be warned once and requested to leave if the unacceptable behavior continues.

Suspension of library privileges for a determinate or indeterminate period of time may occur if a patron is found to have engaged in unacceptable behavior on library property.

Notice of suspension will be mailed by certified mail, return receipt requested, to the last known address of the patron or, in the case of a minor child, his parents or guardian.

Appeal of the suspension may be made, in writing, to the Board of Trustees, Arlington Public Library, P.O. Box 176, Arlington, IA 50606, within ten days of the receipt of suspension.

The patron, or in the case of minor child, the parents or guardian, will be notified by the Board of the date and time of the hearing on the notice of appeal.