

# Code of Conduct Policy

It is not the mission of the Kingston Public Library nor its staff or volunteers to monitor patron use of library services. Disruptive behavior or misuse of library collections, computers, or audio/video materials is not acceptable. If necessary, patrons may be asked to leave the Library and its grounds.

In order to properly maintain a clean, safe, and comfortable environment for our customers and employees, the Kingston Public Library Board has adopted the following guidelines:

- All patrons are required to wear appropriate clothing.
- The Library is a “drug-free” facility.
- No alcohol of any kind is permitted within the building or on the grounds of this facility.
- No weapons are permitted on Library property.
- Inappropriate display of public affection is not permitted.
- Cell phones are permitted within the Library, but should at all times be kept on mute or vibrate.
- Patrons are asked to use headphones when listening to music, audio recordings, or other sources where those items may be disruptive to other patrons.
- For your children’s safety, do not leave them unattended. (See policy 2 for more on children’s use of the Library).
- To protect your personal belongings, do not leave them unattended.
- No pets allowed in the library. \*Service animals are permitted

Any behavior or actions not listed above will be left to the discretion of the Library Director or his/her designee for review and action.

## Library privileges

Patrons will be responsible for damages occurred while using Library services. Failure to pay for damages may result in suspension of library privileges.

Patrons who are identified as violating this policy will be asked to leave. Any display of threatening behavior toward a staff member, volunteer, or patron shall result in immediate suspension from the library and its services.

Patrons who lose their library privileges may appeal to the Library Board for reinstatement.

## Related forms

There are incident report forms available for patrons and staff to use to document any kind of incident, including Code of Conduct violations, accidents, etc. These are available at the front desk and in the policy manual.

## Policy manual access

If anyone needs more information on any library policies, the Library Policy Manual is available in print at the front desk, and it is available on the library website ([www.kingstonpubliclibrarytn.org](http://www.kingstonpubliclibrarytn.org)).