

User conduct

The Richmond Libraries patrons expect our facilities to be a clean, comfortable, and safe place for selecting materials, reading, researching, studying, and writing. To this end, the library is responsible for establishing rules of conduct to protect the rights and safety of library patrons, students, and staff, and for preserving and protecting the library's materials, equipment, facilities, and grounds. In addition, the library has a strong commitment to intellectual freedom and to free access to information.

Violence in the workplace and in society is increasing at an alarming rate. All library employees, library staff, library patrons, library students and officials must understand that Richmond clearly denounces violence and all forms of physical harassment. Employees and staff are to report any threats of violence they anticipate, observe, or experience, to the Director of Libraries, as well as the Vice President of Administration.

Enforcement of these rules will be conducted in a fair and reasonable manner. Failure to comply with the library's established rules, regulations, and policies could result in removal from the premises and exclusion from the library for a period at the discretion of the Director of Libraries. Violations could also result in the restriction and/or termination of library privileges, including the use of library computers and other equipment.

For the safety of patrons, students, and staff, and the protection of library property, the following actions are only examples. They are not all-inclusive of conduct not allowed on library property:

1. Engaging in any activity in violation of Federal, State, Local, or other applicable law or library policy.
2. Being under the influence of, or possessing alcohol; illegal substances or illegal drugs and selling, using, or transferring to another individual.
3. Verbally or physically threatening or harassing other patrons, students, or staff, including stalking, staring, lurking, offensive touching, and obscene acts such as sex acts and indecent exposure.
4. No for-profit activities.
5. Stealing, damaging, altering, or inappropriately using library property in library facilities or on library grounds, including computer hardware and software, printers, copiers, phones, and other equipment.
6. Trespassing in nonpublic areas, being in the library without permission of an authorized Library employee before or after Library operating hours.
7. Fighting or challenging to fight, running, pushing, shoving, or throwing objects.
8. Creating disruptive noises, such as loud talking, screaming, or banging on computer keyboards.
9. Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cell phones, pagers, and other communication devices in a manner that disturbs others.
10. Using restrooms for personal grooming such as bathing or shampooing, shaving, haircuts, doing laundry, or changing clothes. Taking library materials into restrooms.
11. Loitering or panhandling upon library property.

12. Smoking, chewing, and other tobacco use, including "vapor" devices or smoking of any kind in library facilities.
13. Entering the library barefoot, without a shirt, with offensive body odor or personal hygiene, or being otherwise attired to disrupt the library environment. Complaints must be directed to library management personnel.
14. Consuming food in public areas of the library unless pre-approved by the library administration.
15. The use of wheeled devices in library buildings is limited to wheelchairs, walkers, strollers, or any other medically necessary device(s).
16. Lying down or sleeping in the restrooms or on any floor, couch, table, or seat in the library and blocking aisles, exits, or entrances with personal possessions or by sitting or lying down in them, leaving unattended items in the library.
17. Neglecting to provide proper supervision of children.
18. Bringing pets or animals, other than service animals necessary for disabilities, into the library, except as authorized by the Director of Libraries.
19. Distributing or posting printed materials or literature without prior approval by the library.
20. Also, the library only allows approved solicitation, petitioning, panhandling, distributing literature, selling goods or services, or similar appeals by public members on library property.