



C-004

Richmond Heights Memorial Library PATRON CODE OF CONDUCT

The Richmond Heights Memorial Library strives to provide a safe and welcoming environment for all library users. Patrons are expected to show respect for all library users and Library staff. We require that visitors comply with all Library policies and instructions given by Library staff, and observe the following rules of conduct:

- Engaging in any illegal activity or behavior will not be permitted.
- Patrons may not behave in a disorderly or disruptive manner. The use of profane or threatening language or other harassment of library users or Library staff will not be permitted.
- Weapons are prohibited on Library property.
- Selling, soliciting, panhandling, or loitering on Library property is not permitted.
- Tobacco use and smoking in all forms is not permitted on Library property.
- Entering Library property while under the influence of drugs or alcohol is prohibited. The consumption of alcoholic beverages is prohibited with the exception of Library-sponsored events.
- As outlined in the Library's [Public Internet Use Policy C-005](#), patrons may not display images or materials which may reasonably be construed as obscene under federal or Missouri law while using the library's computers or personal electronic devices accessing the library's wireless network. Minor patrons may not display images or materials that are harmful to minors or pornographic to minors under federal or Missouri law.
- Shoes and shirts must be worn at all times while in the Library.
- Neglecting personal hygiene so that it is offensive or poses a health risk to other patrons will not be allowed on Library property.
- Bathing, shaving, or washing clothes in public restrooms is not permitted.
- Consuming food or beverages in a manner that creates an unclean environment, attracts insects or vermin, disrupts other patrons, or is harmful to Library resources is not permitted.
- Sleeping in any part of the Library facility, including the foyer or outdoor entrance area, is not permitted.
- The taking of photos and videos is restricted to uses as outlined in the Library's [Photography and Recording Policy C-007](#).
- Children under ten, or persons of any age with mental, physical, or emotional needs who require supervision, must be accompanied and supervised by a responsible adult or caregiver age 18 or older.
- Animals are not permitted on Library property except service dogs assisting persons with disabilities, or as part of a Library program.
- Library patrons may not post notices or distribute leaflets without the authorization of the Library Director, as outlined in the Library's [Public Forum Areas policy C-009](#).
- Petitioners or signature gatherers will be restricted to areas outside the Library where they



cannot impede traffic or harass library users or staff.

- All Library materials must be checked out before removing them from the building.

Library personnel reserve the right to expel any person whose behavior is judged to be disruptive or inappropriate to the Library environment or prevents effective use of the Library by other patrons. Failure to observe this code may result in the revocation of Library privileges, including being banned from the facility for a specified period of time. If the Library Director deems the patron misconduct to be sufficiently serious the Library Director may permanently ban that patron from the facility. The revocation of privileges may be appealed in writing to the Library Director within 10 days of receiving notice of the revocation.

*Reviewed and adopted by the RHML Board of Trustees November 15, 2021
Revised by the RHML Board of Trustees February 21, 2023*