

Patron Code of Conduct

The Dundee Library serves as a community center providing free and equal access to resources for all community members. We want to provide a safe and welcoming atmosphere conducive to learning, working and sharing. We ask that our patrons conduct themselves in an orderly and respectful manner.

Library patrons must:

- Respect the rights and property of patrons and staff
- Comply with all library policies and local, state and federal laws
- Assume responsibility for personal property while in the library
- Refrain from tobacco, alcohol or illegal substances
- Dress in appropriate attire including shirts and shoes
- Refrain from entering staff areas
- Keep animals other than service animals outside. Service dogs specially trained to aid a person with a disability are welcome
- Not take pictures or videos without written permission

Inappropriate activities include but are not limited to

- Disorderly conduct, including disruptive or illegal behavior (excessive noise, use of abusive, threatening or harassing language)
- Smoking, vaping, use of illegal drugs or alcohol on library property
- Loitering or trespassing on library property after being asked to leave
- Soliciting money, donations, signatures for political activities
- Distribution of unauthorized materials
- Bringing animals that are not specially trained service animals into the building
- Photography or videography without the written permission of the subject or parent for children under 18
- Entering staff areas without permission
- Non-compliance with library policies, local, state and federal laws

Library staff will be respectful of all and will enforce the Code of Conduct to ensure the safety of both staff and patrons.

The Board of Trustees delegates the enforcement to the Director and other library staff. A patron who violates this code will be notified that the code has been violated. A violation can result in the expulsion of the patron from the library. Criminal prosecution will be pursued if appropriate at the discretion of the Library Director.

A patron has the right to an appeal. Appeals must be requested in writing. The Library Director will strive to conduct the appeal immediately or as soon as it is safe to do so.

Approved by the Board of Trustees 7/17/23