

Pope County Library System Patron Code of Conduct Policy

PCLS strives to provide a comfortable, welcoming environment for all library users. It is the purpose of this document to give examples of unacceptable behavior that would interfere with this goal. Library personnel will enforce this Code of Conduct and patrons who do not comply will be asked to leave. Information contained in this document should be observed by all Library users and will be applied without discrimination. The consequences for patrons who violate this Code of Conduct Policy may range from verbal warning to being permanently barred from all PCLS branches. Some offenses may be prosecuted under appropriate statutes, ordinances, etc. The level of action shall be within the sole discretion of the Library Director.

Examples of unacceptable behavior or activity include, but are not limited to:

- Entering spaces marked “Staff Only” unless patrons have specific permission from PCLS staff.
- Annoying, harassing, or threatening another person; physical, sexual, or verbal abuse of another person.
- Eating in the library unless given permission by staff.
- Lack of personal hygiene. This is considered disruptive in the library.
- Not wearing proper attire. Footwear, shirts, and pants are always required and must be properly zipped and buttoned.
- Defacing, damaging, or stealing library, staff, or another patron’s property.
- Since the Library is not designed to serve as a public shelter or lounge; sleeping and misuse of the restrooms are not allowed.
- Bringing animals into the library. No animals, except service animals, are allowed in the library.
- Engaging in disorderly conduct as defined by Arkansas State law.
(Arkansas Code 5-71-207)
- All cell phone ringers should be set to silent, and all calls should be taken outside the library. All in-person conversations should be limited to a length and noise level that is not disruptive.
- The police may be called if children 11 years of age or younger are left unattended.
(Please see our unattended children policy)
- Any juvenile not able to travel alone who is at the library at closing time will be allowed to call a parent or other responsible party. Two staff members will wait with the juvenile for fifteen minutes after closing time. If a responsible party does not arrive within fifteen minutes the police will be called.
- No firearms or other deadly weapons are allowed in the library unless permitted under Arkansas Code 5-73-122.

Pope County Library System Adult Programming Code of Conduct Policy

It is the goal of the Pope County Library System to provide our adult patrons with a comfortable environment to engage in adult programming. We ask that all adult patrons who are taking part in programming follow our Adult Programming Code of Conduct to maintain a pleasant atmosphere:

- Adult programs are for patrons aged 18 and up.
- Adults are expected to treat staff and each other with respect and kindness.
- Adults are expected to use all library provided resources and supplies appropriately.
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- Adults are expected to use respectful and appropriate language.
- Adults are expected to be present and engaged in the programs they attend.
- Adults are asked to limit their cell phone use while participating in programming. If you need to take a call, please be respectful of others and step outside.
- Adults are expected to tidy their area before leaving and throw away any trash.

Adults who do not meet our Adult Programming Code of Conduct standards and become a distraction to others will be asked to leave the program area. Adults who violate our general Patron Code of Conduct Policy may be asked to leave the library. Please see our PCLS Patron Code of Conduct for more information.

Pope County Library System

Teen Area and Programming Code of Conduct Policy

It is the goal of the Pope County Library System to provide our teens with a comfortable environment for study, reading, programming activities, and quiet socializing. We ask that all teen patrons who are taking part in programming or visiting the teen area follow these expectations to maintain a pleasant and engaging atmosphere:

- Teen programs are for patrons aged 13-18.
- Teens shall treat each other, staff, and other patrons with respect.
- Teens are expected to use the library and library provided resources and supplies appropriately and not engage in disruptive, disrespectful, offensive, or inappropriate behavior.
- Teens are expected to use respectful and appropriate language.
- Teens are expected to be present and engaged in the programs they attend.
- Teens are asked to limit their cell phone use while participating in programming and be respectful with cell phone use while visiting the teen department. If cell phone use becomes a distraction to other patrons or staff, you will be asked to leave the program or teen area.
- Teens are to respect staff boundaries and stay out of areas intended for staff use only, including the desk areas.
- Teens are expected to clean up their area before leaving and throw any trash away.
- Any behavior considered aggressive by the staff may result in the police being notified and further actions may be taken.

Information contained in this document should be observed by all teen patrons and will be applied without discrimination. The teen department operates under the “3 Strike Rule”. Teens who are asked to leave a teen program or the teen department on three separate occasions will no longer be allowed to participate in teen programming and must be accompanied by an adult while using the library.

Serious violations of the Teen Code of Conduct Policy may require a higher level of consequences. Actions taken against serious violations shall be at the sole discretion of the Library Director.

Pope County Library System

Children's Area and Programming Code of Conduct Policy

It is the goal of the Pope County Library System to provide a safe and comfortable environment for children and their caregivers to learn, participate in activities, browse materials, and quietly socialize within our Children's Department. To meet this goal and maintain an environment that encourages learning and fosters growth we ask that all patrons who visit our Children's Department or take part in Children's Programming follow the Code of Conduct listed below. Patrons who struggle to meet our Code of Conduct and become a distraction to other patrons or staff will be discreetly asked to leave the Children's Department or programming space.

Children

Do Your Best!

PCLS welcomes children of all ages and abilities. Because we all have different skill levels, we ask only that each child follow our Code of Conduct to the best of their ability.

Be Safe

Children are asked not to run, jump, climb, or throw things.

Be Respectful

Children are asked to be respectful of others and use their inside voices.

Be Kind

Children are asked to treat everyone with kindness.

Be Good Listeners

Children are asked to listen to staff and special guests.

Be Tidy

Children are asked to do their best to clean up their area and throw away any trash.

Have Fun

Children are encouraged to have fun and actively participate in programs.

Caregivers

Children under 12 must be supervised and are not allowed anywhere in the library without a responsible adult.

We encourage all parents to guide and take part in their child's selection of reading materials, DVDs, and learning aids.

To facilitate engaged learning, we ask that you set a good example and limit your cell phone use during programs. We understand that emergencies happen, and you may need to take a phone call. During programs, please step to an out of the way area and be respectful of others by limiting the volume and length of your call.

Try it Again!

Everyone has bad days. If your child had a bad day today, don't give up! We encourage you to come and try again. You can also visit our Children's Librarian to find out about other PCLS programs and activities that might better meet your child's needs, age, and abilities.

Pope County Library System Intergenerational and Family Programming Code of Conduct Policy

PCLS Intergenerational Programs and Family Programs are both designed to engage patrons of various age groups. To facilitate these programs over a wide range of ages, we ask that all patrons follow the Code of Conduct listed below. Patrons who struggle to meet our Code of Conduct and become a distraction to other patrons or staff will be discreetly asked to leave the programming space.

- Please be mindful of the age group that the program is designed for.
 1. Intergenerational programming may span all ages, may include teens and adults, or may include teens and children. Please read the program description or check with the Librarian to find out the intended audience.
 2. Family programming is designed for families to do as a group, regardless of age. Some family programming offers a separate activity for teens.
- Patrons are expected to be patient with each other's abilities and skill level.
- Patrons are expected to use library provided resources and supplies appropriately.
- Patrons are expected to use respectful and age-appropriate language.
- Patrons are expected to be present and engaged in the programs they attend.
- Patrons are asked to limit their cell phone use while participating in programming. If you need to take a call, please step outside the library.
- Patrons are expected to tidy their area before leaving and throw away any trash.

In addition to the expectations listed here, all patrons are expected to follow the Programming Code of Conduct Policy related to their specific age group.