



## Code of Conduct *Addenda*

The COVID-19 pandemic has changed how public spaces are used and how organizations conduct business. The addenda was approved as a supplemental policy to work in conjunction with the library's current code of conduct.

Due to the rise and fall of the COVID-19 case number, we are erring on the side of precaution. The supplemental code will remain in effect until the Board, under the guidance of the state and local health department, deems it safe to relax or suspend these suggestions.

**Our primary concern is to keep library patrons and staff as safe as possible.**

- While we are not checking for fevers and will admit into our buildings patrons who adhere to the code of conduct, we ask patrons who are sick, have a high fever or are actively coughing and/or sneezing to stay at home for their own safety as well as the safety of others.
- Visitors who do not need to be in close proximity to others are ask to physically distance themselves, at least six feet, from other patrons and staff while in the library.
- We ask that patrons practice proper hand hygiene by washing hands and/or use hand sanitizer while in the library. Hand sanitizer is provided.



## Code of Conduct

Norwalk Public Library (NPL) strives to make its facilities warm and inviting places for all people. The Code of Conduct has been developed to minimize situations in which any library customer interferes with the legitimate library business of other customers and staff, to protect the safety of all library customers and staff, and to protect library property. Library customers who fail to observe this Code of Conduct shall be subject to appropriate consequences.

### UNACCEPTABLE LIBRARY CUSTOMER BEHAVIOR:

- Violation of local, state, and federal laws.
- Carrying weapons of any kind.
- Endangering the safety and health of staff and patrons.
- Leaving children under 12 years old unattended. (See NPL's Unattended Children Policy.)
- Offensive language or abusive, threatening, harassing and disruptive behavior.
- Loitering, sleeping, soliciting, vaping, or smoking within 20 feet of the building entrances.
- Possession of or intoxication from alcohol or drugs.
- Improper use of restrooms, including bathing or cooking.
- Being less than fully clothed.
- Eating at computer stations and having beverage containers without lids.
- Bringing in any animal. Only service animals as defined by Title II and Title III of the ADA.
- Lack of personal hygiene that interferes with library use, work and enjoyment by patrons/staff.
- Misuse of physical and electronic library materials. (See NPL's Internet Acceptable Use Policy.)
- Persistent noise or talking, particularly loud talking.
- No cell phone conversations while in public areas where other patrons can be disturbed. Nonverbal and inaudible cellular use, like texting, is fine.

### CONSEQUENCES OF UNACCEPTABLE BEHAVIOR

Authorized library staff and Norwalk police officers may intervene to stop prohibited activities and behaviors. Library patrons who fail to comply with the code of conduct will receive one warning. FAILURE TO COMPLY with the warning will result in the suspension of the patron's library card and the following:

- Patrons who fail to adhere to rules will be asked to leave the library for the rest of the day.
- Patrons who do not adhere to rules a second time will be barred from the library for one month.
- Patrons who fail to adhere to the rules a third time will be barred for six months.

Appeals of any penalty may be made in writing to the library director.