

Artesia Public Library Conduct and Courtesy Policy

The Artesia Public Library is committed to customer service and the provision of a safe and inviting atmosphere. No individual or group has the right to interfere with anyone else's right to use the library. Behavior is considered unacceptable when it could result in injury to oneself or others, when it violates the law, when it interferes with another person's use of the library, or when it could result in loss or damage to the libraries or a patron's property. Continuation of a behavior after a request to stop will result in a request to leave the building. A person who persists in the disapproved conduct and who refuses to leave the building and grounds when requested to do so, will be subject to the reporting of such incident to the local police and/or may have their library privileges suspended. Extreme or repeated offenses could result in a trespass warning upon notification of proper authorities.

The following actions and forms of conduct are not permitted in the Artesia Public Library or on library property:

1. Any action or behavior which is disruptive, disturbing, or potentially harmful to others or any action that violates any library policies, rules, or regulations; to include display of words or images that violate community norms.
2. Engaging in loud conversation or any other noise-producing activity which is disturbing to other library patrons, including the use of any electronic or mechanical device which produces noise or other disturbing effects on other patrons.
3. Any disorderly conduct, including running, fighting, challenging to fight, using obscene or abusive language, or provoking violence.
4. Improper use of furniture, equipment, or materials, including using such items for longer than the designated period.
5. Moving tables, chairs or other furniture without prior staff permission.
6. Using a false name, address, or another person's library card.
7. Intentionally damaging, destroying, or stealing any library property, a patron's property, or staff property.
8. Intentionally taking library property or materials outside the building without going through established loan procedures or other authorization, or
9. other intentional acts to violate library policies or procedures.
10. Not wearing shoes or shirt or wearing clothes unbuttoned or unzipped.
11. Littering.
12. Blocking or interfering with the free movement (actual or potential) of individuals. Bringing in any items, materials, or objects which take up an excessive amount of space, restrict the movement of individuals, or present potential harm, danger or distraction.
13. Any repeated or excessive harassment or invasion of privacy of library staff or patrons. This includes entering staff work areas not open to the public, staring at other patrons or staff for long periods of time, touching other patrons or staff, or initiating unwanted conversation with another patron or staff.
14. Any sexual act, sexual abuse, sexual harassment, exhibitionism, or indecent exposure.
15. Consumption or use of any food or beverages in the building (except for the promenade and meeting room areas, as regulated by the meeting room policy).
16. Use of tobacco products or electronic cigarettes in the building or within 100 feet of any entrance.
17. Possession or consumption of alcohol or illegal drugs or being under the influence of same.

18. Taking library materials into restrooms or improper use of restrooms, including loitering and bathing.
19. Soliciting, surveying, selling of any kind, political campaigning, and distribution or posting of
20. materials not specifically authorized by the Library Director.
21. Use of library for child-attending services; leaving a child under eight years of age unattended by a responsible person for any amount of time; leaving a child of any age an excessive period or beyond closing.
22. Entering or remaining in the library before or after designated library hours without express permission from a member of the library staff.
23. Unauthorized, improper, or unsafe use of any library parking area.
24. Any activity or behavior that is potentially harmful to library buildings, property, patrons, or staff such as wearing skates or using skateboards.
25. Carrying weapons of any type (except for law enforcement officials) and any illegal acts or conduct in violation of Federal, State, or local law, ordinance, or regulation.
26. Entering the library with such defects of bodily hygiene that it impairs a clean and sanitary environment.

General Guidelines for Children and Caregivers.

(for more detailed information see the Child Safety Policy)

- **Supervision:**
Please help us ensure that children under your care will have an enjoyable and safe experience while visiting the library by teaching them to engage in and adhere to the following rules of conduct.
- **Respectful Conduct:**
Respectful conduct in the library involves maintaining a quiet environment by speaking softly and silencing electronic devices, handling materials with care, cleaning up personal spaces, and being considerate of others' need for privacy and a peaceful atmosphere. You should also dress appropriately, put away your belongings, and follow any specific library rules and requests from staff to ensure a positive experience for everyone.

Prohibited Behaviors

- **Physical Activity:**
Always walk, running is not allowed in the library. Jumping on furniture, climbing on shelves, or playing hide and seek or chasing games are also prohibited.
- **Disruptive Behavior:**
Please refrain from engaging in loud, boisterous conversation. Harassing, abusive behavior or language, fighting or arguing are prohibited.
- Caregivers should remove a child that is crying excessively from the area until the child has calmed down.
- **Noise Levels:**
Use a quiet "indoor voice" and silence your phone and other electronic devices. Please take calls in designated areas, such as the lobby or outside. When listening to audiobooks, music, video games, etc., with or without earbuds or headphones, the volume must be kept low enough that it can't be heard by others.

Library Property

- **Respect property:**
Children should use library materials, equipment and furniture appropriately. Puppets, puzzles, and other active toys should be picked up, and returned to their proper spaces so the next child can enjoy them. Materials not intended to be checked out should be placed on designated return carts, it's our job to return them to their proper place on the shelves.
- **Bookshelves:**
Children should not be allowed to play with or rearrange the bookshelves as it creates extra work for our staff.
- **Furniture:**
Standing, laying or climbing on furniture, or other use of furniture in ways other than its intended purpose, including chairs and tables, and bookshelves is prohibited. Please help us keep children safe and injury free.
- **Proper computer use:**
Children must follow the library's internet and computer use policies. Children that are too young to navigate computer usage should always be monitored by an adult.

Food and Drink

- **Designated Areas:** Food and drinks may only be consumed in the Promenade area or outdoors.
- **Prohibited Areas:** Food and drinks, this includes water bottles and candy, may not be brought into the children's room or any other area of the main library and will be strictly enforced. Help protect books, furniture and equipment, and keep our library clean and pest free.

Caregiver Responsibility (see Child Safety Policy for more detailed information)

- **Safety and Behavior:**
Parents and caregivers are responsible for ensuring their children's appropriate conduct and safety within the library.
Consequences:
If a child cannot follow the rules, they may be asked to leave the library with their caregiver.
- **Emergency procedures:**
It is helpful for a child to know their parent's or caregiver's contact information in case of an emergency.

Unattended Children: (see Child Safety Policy)

Approved by the Library Advisory Board September 16, 2025

Reviewed by City Attorney's Office December 2025