

#### **SEVIER COUNTY PUBLIC LIBRARY SYSTEM PATRON RULES OF CONDUCT**

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These rules of conduct are for the comfort, safety and protection of all library customers and library staff. Library staff and library security guards will firmly and courteously enforce these rules. We ask your cooperation in maintaining an environment conducive to enjoyable use of the Library for all.

**Dangerous, destructive or illegal conduct, including but not limited to the following, will not be tolerated:**

- Physical abuse or assault;
- Fighting or challenging to fight;
- Making violent and threatening statements;
- Engaging in or soliciting any sexual act; and
- Damaging or destroying library property.

Any customer displaying any of these behaviors will be instructed to leave the library immediately. Police will be called and appropriate legal action will follow. **In addition, based on the severity of the situation, a suspension of library privileges for up to one year will be applied without advanced warning or prior suspension.**

**The following behaviors are also prohibited:**

- Using harassing or insulting language.
- Leaving children under the age of eight (8) unattended by a parent or authorized adult.
- Blocking library entrances or exits, with bicycles, strollers, etc., or leaving animals unattended on Library property.
- Participating in any activity in the library or at public entrances/exits which interferes with any person's comfort or safety.
- Entering library with animals other than service animals authorized by law.
- Entering library with bicycles (collapsible bicycles excepted if in a folded state).
- Riding skates, roller shoes, scooters, skateboards, or other similar devices.
- Smoking, eating, or drinking except for a nonalcoholic beverage in a bottle with a secure top.
- Possessing, consuming, or being under the influence of alcohol or illegal drugs.
- Lying on the floor or sleeping.
- Unreasonable use of rest rooms, including laundering, bathing, and shaving.
- Exuding offensive, pervasive odors, including pervasive fragrances caused by perfume or other scented products, which constitute a nuisance to other patrons or staff.
- Failing to wear shirt/top, pants/skirt, and shoes.
- Disturbing or annoying anyone with loud and/or unreasonable noise, including but not limited to using electronic equipment or mobile telephones at a volume that disturbs others.
- Carrying weapons of any type. (Law Enforcement Personnel may carry weapons)

- Petitioning, soliciting or selling merchandise or services without written permission from the Director of Library Services.
- Personally monopolizing Library space, seating, tables, or equipment to the exclusion of other patrons or staff.
- Fraudulent use of another's Library card and/or number for any purpose, including using another's Library card to reserve or use Library computers.
- Refusal to follow reasonable direction from Library staff, including but not limited to leaving the Library during normal closing procedures or during an emergency evacuation.

**Any customers displaying these behaviors will be addressed in the following manner:**

**FIRST VIOLATION:** Initial warning, given copy of Library Rules of Conduct.

**SECOND VIOLATION:** Library privileges suspended for one day.

**THIRD VIOLATION:** Library privileges suspended for seven days.

**FOURTH VIOLATION:** Library privileges suspended for up to one year.

**If you observe anyone violating any of these rules of conduct, please inform either a security guard or a library staff member.**



**PATRON SUSPENSION POLICY**  
**Sevier County Public Library System**

In order to provide and maintain a comfortable and safe environment for all customers and library staff, the Board of Library Trustees has approved the Sevier County Public Library System Rules of Conduct. Violation or repetitive violation of any of the rules of conduct may warrant a suspension of library privileges. Suspension of library privileges will result in removal from, and denial of access to, all Sevier County Public Library System services and facilities for a designated period of time.

**SUSPENSION PROCEDURES**

In order to be fair and equitable in the application of the Sevier County Public Library System Rules of Conduct and to provide documentation of the enforcement of these rules, authorized library staff members [Authorized staff members are: the SCPLS Director, SCPLS Asst. Director, Building Manager, or library staff member designated as "in charge" of a library facility] shall apply the following procedures:

**A. IMMEDIATE SUSPENSION WITH FURTHER ACTION TO FOLLOW:**

The following behaviors will not be tolerated:

- physical abuse or assault
- fighting or challenging to fight
- making violent and threatening statements

Authorized library staff will instruct anyone displaying these behaviors to leave the library facility immediately. Police will be called and additional legal action may occur, as appropriate. **In addition, based on the severity of the situation, a suspension of library privileges for up to one year will be applied.** Library staff will notify Library Administration immediately, where a determination of the appropriate suspension period and procedures will be assigned by the SCPLS Director or SCPLS Asst. Director of Library Services.

All other prohibited behaviors will be addressed in the following manner:

**FIRST VIOLATION :** Initial warning and given copy of Library Rules of Conduct

**SECOND VIOLATION:** Library privileges suspended for the day

**THIRD VIOLATION:** Library privileges suspended for seven days

**FOURTH VIOLATION:** Library privileges suspended for up to one year

## **UNATTENDED CHILDREN IN THE LIBRARY**

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### **I. PURPOSE**

The purpose of this administrative regulation is to establish policies and procedures for identification of and handling unattended children in the Library.

### **II. POLICY**

The Sevier County Public Library System welcomes children of all ages. Library staff strives to provide a safe and appropriate environment for all Library users. Our libraries, however, are public buildings. Any public place may be dangerous for a child who is left unattended even for brief periods of time. In addition, Library facilities are neither designed nor licensed to provide childcare. A child left alone at the Library without a responsible caregiver may become bored, fatigued or frightened and this may lead to behavior that disrupts the Library services that staff provides to them and/or others.

Parents and other caregivers are solely responsible for the welfare and the behavior of children using the Library. Additionally, children under the age of eight must be supervised by a responsible caregiver at all times while they are in the Library. If a child under the age of eight is found to be unattended in any area of the Library (or an unattended child eight or older is found frightened, crying, or otherwise in distress), staff will attempt to locate the child's caregiver. If Library staff cannot find the child's parent or caregiver, the Sevier County Sheriff's Department or the City of Sevierville Police will be notified and asked to assume care of the child.

### **III. PROCEDURES**

#### **Children found unattended during Library public hours**

An unattended child found frightened or crying, or any unattended children under age eight (8), in the Library should be approached and reassured by a staff member. Staff interacting with the child should ask the child his/her name and the name and whereabouts of his/her parent/caregiver(s). At least one other staff member should be informed that an unattended child is being assisted. When Children's staff is available, the unattended child should be brought to the Children's area of the Library.

1. If the parent/caregiver is in the building, staff will:

- Page the parent/caregiver
- Upon reuniting the child with the parent/caregiver, express the Library's concern for the welfare of children and explain the Library's policy regarding unattended children.

2. If the parent/caregiver is not in the building, staff will:

- Contact the manager/supervisor in charge of the building
- With the child's help, obtain the parent/caregiver's name and telephone number
- Stay with the child until parent/caregiver can be located.
- Call Sevier County Sheriff's Department or the City of Sevierville Police Department and ask that they assume responsibility for the child if the parent/caregiver cannot be located or does not respond to the phone request within 30 minutes.

As the parent/guardian of \_\_\_\_\_, I have read and understand the Sevier County Public Library System Patron Rules of Conduct, and by my signature, I agree that my child will abide by the guidelines set forth by the library for the safety and security of all library patrons.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

Phone number \_\_\_\_\_

The King Family Library Branch Manager will contact you to confirm the receipt of these guidelines.

Thank you,

Circe Anderson

King Family Library Branch Manager, Sevier County Public Library System

Direct Line: 865/365-1418

Main Library: 865/453-3532