

# EVERETT PUBLIC LIBRARY RULES OF CONDUCT

Welcome to the Everett Public Library. In order to ensure that our facilities are comfortable, safe, and clean places for all to use the Board of Trustees has approved the following rules for public behavior in the library.

## The purpose of these rules is to:

**Protect the rights of individuals to use library property, materials, and services.**  
**Protect the rights of library employees and volunteers to conduct library business without interference.**  
**Preserve library materials and facilities from harm; and**  
**Ensure the safety of library patrons, employees, and volunteers.**

## Behavior that interferes with the rights of others includes, but is not limited to:

1. Engaging in any activity in violation of Federal, State, local or other applicable law, or library policy.
2. Failing to comply with a reasonable staff request.
3. Carrying firearms and dangerous weapons of any type (except by law enforcement officers).
4. Being under the influence of alcohol/illegal drugs, or selling, using, or possessing alcohol/illegal drugs.
5. Verbally or physically threatening or harassing other patrons, staff, or volunteers, including offensive language, stalking, staring, lurking, offensive touching, and obscene acts such as sex acts or indecent exposure.
6. Stealing, damaging, altering, or misusing Library property in Library facilities or on Library grounds, including books, media, computer hardware and software, printers, copiers, and other equipment.
7. Fighting or challenging to fight, running, pushing, shoving, or throwing things.
8. Creating disruptive noises such as loud talking, screaming, or banging on computer keyboards.
9. Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cell phones, pagers, and other communication devices in a manner that disturbs others. Audible cell phone and pager ringers must be turned off.
10. Using restrooms for bathing, shampooing, doing laundry, or changing clothes.
11. Littering
12. Smoking, chewing, and other tobacco use on Library property, including smoking within 25 feet of Library entryways.
13. Wearing improper dress, including bare feet, no shirt, or offensive body odor.
14. Eating food in the library; beverages with lids are permitted.
15. Leaving packages, backpacks, luggage, or any other personal items unattended. Unattended items are subject to immediate confiscation.
16. Using wheeled devices in Library property or on Library grounds, including skateboards, roller-skates, bicycles, and scooters (except for ADA assistive devices such as wheelchairs and walkers and library-sanctioned shopping carts).
17. Lying down or sleeping on any floor, couch, table, or seat on Library property. Having feet on furniture, or blocking aisles, exits, or entrances.
18. Neglecting to provide proper supervision of children. See *Unattended Child Policy*.
19. Bringing pets or animals, other than certified service animals necessary for disabilities, into the Library, except as authorized by the Library staff.
20. Trespassing in nonpublic areas, being in the Library without permission of an authorized Library employee before or after Library operating hours, or camping on Library grounds.
21. Bringing in articles that are too large or so numerous that they block aisles or access to any part of the Library, take up extra seats, or pose a hazard to others.
22. Soliciting or conducting surveys not authorized by the Library.

Enforcement of these rules will be conducted in a fair and reasonable manner. All briefcases, backpacks, shopping bags, tote bags, etc., are subject to inspection by library personnel. Library staff and/or Everett Police Officers will intervene to stop prohibited activities and behaviors. Failure to comply with the established rules, regulations, and policies, or with any reasonable request from staff, could result in removal from the premises and exclusion from the Library for a period between one day and six months, or in arrest or prosecution. Violations could also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment.

Individual customers have the right to request an administrative review of an exclusion order that is for a period greater than seven days.