

# Olathe Public Library

## Policy Manual

Effective May 1, 2024

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### 7. Library Code of Behavior

#### 7.1. Guidelines for Customer Behavior

Olathe Public Library (OPL) intends to maintain a positive atmosphere throughout its library buildings and property. To ensure that everyone can enjoy our libraries, library staff will enforce guidelines for customer behavior on library property as well as any applicable law which includes federal, state, local or other applicable law (see [Olathe Municipal Code, Public Offense Code Title 9](#)).

##### 7.1.1 Prohibited Behaviors

In keeping with OPL's commitment to customer service and the provision of a safe and inviting atmosphere, the following guidelines explain prohibited behavior:

**Engaging in any behavior in violation of federal, state, local, or other applicable law, or library policy is prohibited.**

See List of Prohibited Behaviors Below:

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| <b>Animals</b>      | Entering library with animals, insects, or other living organisms, except for "guide dogs, hearing assistance dogs, and service dogs" ( <a href="#">Olathe Municipal Code 9.07.330</a> )   |
| <b>Attire</b>       | Entering library without a shirt or other covering of the upper body or without footwear.  |
| <b>Computer Use</b> | Using library computer workstations in an unacceptable manner. Including, but not limited to: <ul style="list-style-type: none"><li>• Listening to sound without the use of headphones or earbuds</li><li>• Eating food, including small snacks</li><li>• Drinking from containers without a spill-proof lid</li><li>• Deleting, damaging, or destroying any library computer system</li><li>• Accessing or displaying obscene material on library computers</li></ul> |

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| <b>Controlled Substances/<br/>Alcohol</b> | Using or bringing controlled substances or alcohol into library or exhibiting signs and symptoms of being under the influence of controlled substances or alcohol.  |
| <b>Damage</b>                             | Damaging or attempting to damage library materials or library property, including, but not limited to computer stations, furniture, or the personal property of library customers or staff.   |
| <b>Disruptive Behavior</b>                | Interfering with use of library by customers, or with library staff's performance of their duties. Including, but not limited to: <ul style="list-style-type: none"><li>• Cursing, obscene, or abusive language including hate speech, racial slurs, or profanities.</li><li>• Loud talking, laughter, conversation, or disruptive use of sound-producing devices, including cell phones, music players, and laptop computers.</li><li>• Behaviors that, by sight, sound, or bodily gestures, are intrusive to other customers' concentration and enjoyment of facilities, services, programs, and materials.</li></ul> |
| <b>Drink</b>                              | Using containers with secure lids and spill-proof lids is required.   |
| <b>Food</b>                               | Eating food, except for small, pre-packaged snacks, in library is prohibited, except in the café areas, the Downtown Library Copeland Rooftop Terrace, or while attending a library-facilitated program or event or private rental event.   |
| <b>Hygiene/Odor</b>                       | Entering library with bodily hygiene and/or odor (including perfumes) that impairs the library's clean and sanitary environment intended for customers' enjoyment of the library and creates a nuisance for customers.  |
| <b>Obstruction</b>                        | Interfering, obstructing, or blocking passageways, including, but not limited to, aisles or exits.  |
| <b>Personal Belongings</b>                | Leaving personal belongings unattended. Library is not responsible for lost or stolen items. <ul style="list-style-type: none"><li>• Personal belongings must not take up excess space, impede access to services and materials or cause a safety hazard.</li><li>• Unattended personal belongings will be collected, and an effort will be made to identify and contact the owner. If not</li></ul>  |

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|                                       | claimed within a reasonable amount of time, items will be discarded.   |
| <b>Sexual Misconduct</b>              | Engaging in sexual misconduct in library, including, but not limited to exposure, masturbation, sexual harassment, offensive touching, and sexual solicitation.  |
| <b>Smoking</b>                        | Smoking or using tobacco products, including electronic cigarettes or vapes, on library property, except for the designated smoking area (see <a href="#">7.4 Non- Smoking Policy</a> )  |
| <b>Theft</b>                          | Theft or attempted theft, or destruction or attempted destruction, damage or attempted damage of library materials or property or the personal property of library customers or staff.   |
| <b>Unattended Child</b>               | Leaving child unattended (see <a href="#">7.2 Unattended Child</a> )   |
| <b>Unauthorized Access</b>            | Entering or remaining in library before or after posted hours of service, being in unauthorized areas of library, or refusing to leave library when requested during emergency situations, evacuation exercises, or after engaging in prohibited behaviors.  |
| <b>Use of Facilities</b>              | Library facilities, equipment, and furnishings are to be used solely for their intended purposes. Customers are prohibited from jumping, climbing, or engaging in any behavior that may damage library property or pose a safety risk to themselves or others.<br><br>Sleeping, bathing, washing clothes, preparing meals or food or soliciting in library or on library property is prohibited. |
| <b>Wheeled Recreational Equipment</b> | Using skateboards or inline skates on library property ( <a href="#">Olathe Municipal Code 10.01.136</a> ).  |
| <b>Wheeled Vehicles</b>               | Bringing wheeled vehicles in library or leaving wheeled vehicles in unauthorized areas on library property.  |