



Uintah County Library Standards of Conduct

The Uintah County Library (UCL) is supported by the taxes of the residents of Uintah County who expect the library to be a safe and comfortable place for reading, researching, studying, selecting reading materials, using computers, and attending community events and meetings. To this end, the Uintah County Library is responsible for establishing standards of conduct to protect the rights and safety of library patrons, staff and volunteers, and for preserving and protecting the library's materials, equipment, facilities and grounds.

These behavior policies have been adopted by the Uintah County Library Board of Trustees to assist library staff in maintaining the peace, comfort, and security of library users, staff and facilities. Library users are expected to comply with reasonable staff requests. Staff should interpret and enforce these guidelines with professionalism and tact.

- 1.) The Uintah County Library is a tobacco-free facility. The use of any tobacco product anywhere within the facility, or within twenty-five (25) feet of an entrance, is prohibited. Furthermore, the use of e-cigarettes is also forbidden.
- 2.) Entering library property while under the influence of alcohol or illegal drugs and/or selling, using or possessing alcohol/ illegal drugs is prohibited.
- 3.) Library users shall not harass, threaten or bother other library users or library employees. The library enforces a zero-tolerance harassment policy.
- 4.) Loud, excessive and boisterous behavior is not permitted within the building. This includes, but is not limited to; running, fighting, quarreling, swearing, shouting, and rude or inappropriate remarks.
- 5.) Library users should not engage in conversations or introduce other sounds or noise, at a volume level that is significantly above the general noise level of the library at that particular time.
- 6.) No campaigning; petitioning; interviewing; survey-taking; soliciting; or any other speech or conduct, which results in the disruption of library activities, will be allowed within the library or on the library grounds. This does not refer to library-sponsored activities.
- 7.) All individuals are required to wear shirts and shoes at all times when inside the library.
- 8.) Using restrooms for bathing, shaving, shampooing, doing laundry, or changing clothes is not allowed.
- 9.) All library users must conform to acceptable standards of hygiene and cleanliness in order to prevent the disturbance of other library users and their use of the facility.

Customers exhibiting unsanitary hygiene may be asked to leave the premises.

- 10.) Blocking aisles, exits, or entrances by sitting or lying down in them will not be permitted.
- 11.) No animals, except service animals necessary for persons with disabilities, will be allowed within the library.
- 12.) The consumption of food or beverages is not allowed except in designated areas. Individuals not conforming to this rule will be asked to discard their food or drink or leave the facility in order to consume it.
- 13.) Stealing, damaging, altering, or inappropriate use of library property, including inside the library building or on library grounds, is not permitted. This includes but is not limited to computer hardware and software, printers, scanners, copiers, phones, furniture, and all other library materials. All suspected vandalism shall be referred to law enforcement.
- 14.) Engaging in any activity which is a violation of any Federal, State, local or other applicable law, or library policy is not permitted.
- 15.) The library parking lot shall not be used as a playground. The parking lot shall not be used for bicycling, skateboarding and so forth. The library assumes no liability for individuals using the parking lot for such activities, including during hours in which the library is closed.
- 16.) All children eight (8) or younger must be accompanied by an adult (18 or over), at all times while in the library.
- 17.) All parents, teachers, guardians, baby-sitters and other adults shall be held responsible for the actions of the children in their charge while in the library.
- 18.) Library personnel may remove personal items left unattended on library property in order to preserve a safe environment for library patrons, staff and volunteers. Any unauthorized vehicle left overnight in the parking lot may be towed at the owner's expense.

STAFF ENFORCEMENT OF BEHAVIOR RULES

1.) Enforcement of these rules will be conducted in a fair and reasonable manner. library staff will intervene to stop prohibited activities or behaviors. Violators will be asked to stop such activity/behavior immediately. If the activity/behavior continues, he/she will be instructed to leave the library. The police will be called for serious offenses or failure to leave the premises when instructed.

- 2.) When employees ask a customer to vacate the premises, the Director and other appropriate staff members shall be informed.
- 3.) Library staff should always involve another staff member when a situation requires asking an individual to leave the premises.
- 4.) If an individual is asked to leave and refuses, the Director and/or other staff shall be notified and assembled for further support. If the situation warrants, staff may call the police for support.
- 5.) When asking a patron to leave the premises, at no time shall staff put themselves or other staff in a dangerous situation. Staff shall always err on the side of caution.
- 6.) Staff shall alert the Director to individuals who continually disrupt library service.
- 7.) Any person may, without prior warning or notice, be removed immediately from the library if his or her conduct on the premises poses a potential or implied threat to the security of any person or property on the premises; or, if the individual's actions present a significant disruption to staff or customers.
- 8.) The Library Director or designated staff may restrict library privileges for patrons for any violations of the standards laid out in this document.
- 9.) When a patron's library privileges are restricted for over a week, they can begin appeals by submitting a written grievance to the Library Director. The Director will have 14 days to review and provide a written response, accepting or rejecting the grievance. When the Director restricts privileges instead of staff, appeals may be made directly to the Board. If the patron is not satisfied with the Director's decision, they have 7 days from receiving the Director's response to submit a written redress for grievance to the Library Board of Directors. The Board will review and provide a written response accepting or rejecting the grievance within 30 days of receipt. The Board's decision on the matter shall be final.
- 10.) The Director has authority to bar individuals from the library for up to one year. When an individual has been barred from the library, the Director will provide written notice to the barred individual within 7 days of the decision.
- 11.) When an individual has been barred from the library for more than 14 days, they may submit a written letter of redress to the Library Board of Directors within 30 days of the date of the letter. The Library Board of Directors will have 60 days upon receipt to review and respond to the written redress for grievance. The Board's decision shall be final.

Uintah County Code 2.26.050B and D allows the Library Board to "[e]stablish and revis[e]

policies in cooperation with the library director for the use, operation, maintenance, and care of the library, library facilities, equipment, staff, and other such resources;” and to “[e]stablish[] policies for the enforcement of library rules.” (See also Utah Code 9-7-404.)

Adopted 11/26/2012 by the Uintah County Library Board.

Section 12 amended in April 2017.

Reviewed July 2019.

Amended April 2024.

Amended January 2025.