



Uintah County Library Standards of Conduct

UCL-PAT-002

The Uintah County Library (UCL) is supported by the taxes of the residents of Uintah County. Uintah County residents 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 to preserve~~ and protect~~ing~~ the library's materials, equipment, facilities and grounds.

These behavior policies have been adopted by the Uintah County Library Board of Directors to assist library staff in maintaining the peace, comfort, and security of library patrons, staff and facilities. Library patrons are expected to comply with reasonable requests from 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/ illicit drugs is prohibited.
3. Library patrons shall not harass, threaten, or bother other patrons 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~~ language or conduct ~~remarks~~.
5. Library patrons should not engage in conversations or introduce other unreasonable sounds or noise at a volume level 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 that results in the disruption of library activities will be allowed within the library or on the library grounds.
7. All patrons are required to wear shirts and shoes when inside the library.
8. Using restrooms for bathing, shaving, shampooing, doing laundry, or changing clothes is not allowed.
9. Patrons whose bodily hygiene is offensive ~~to and~~ constitutes a nuisance to other library patrons or staff may be required to leave the building.

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 inside the library building except in designated areas. Patrons who do 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 any other 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 that violates any Federal, State, local, or other applicable law, or library policy is not permitted.
15. Library staff may remove personal items left unattended on library property ~~in order~~ to preserve a safe environment for library patrons, staff, and volunteers.

STANDARDS OF CONDUCT REGARDING CHILDREN

The library welcomes children of all ages, without exception. UCL is a community institution that belongs to every resident of Uintah County, including its youngest members. ~~While we strive to create a safe and enriching environment, parents/guardians should be aware that:~~

1. UCL staff care about every child who comes through its doors. However, UCL is a public library, not a supervised childcare facility. While staff are attentive and available, they cannot provide individual supervision, guarantee a child's safety outside the building, or serve as a substitute for parental care. ~~While the library is a public space, library staff cannot monitor or be responsible for children's safety, behavior, or whereabouts.~~
2. Parents and guardians are legally responsible for:
 - a. Their child's safety and well-being.
 - b. Their child's behavior while using library facilities.
 - c. Any damage to library materials or property caused by their child.
 - d. Ensuring their child follows library rules and policies.
3. This responsibility applies whether or not the adult is physically present in the library.
- ~~4. Children utilizing the library should be supervised by a responsible adult.~~
- ~~5.4.~~ Library staff may contact ~~parents/guardians or~~ appropriate authorities if:
 - a. A child's behavior becomes disruptive to other patrons or staff.

- b. ~~There are safety concerns. A child appears to be in immediate danger, in acute medical distress, or shows signs of abuse or neglect as described in UCL-PAT-005.~~
- c. The library is closing, and a very young child has no safe way home.
- d. An emergency, as deemed by library staff, arises.

4.5.UCL's complete policy governing children and youth at the library is set forth in UCL-PAT-005 (Community Care Policy). UCL does not turn children away. No child is refused entry or asked to leave solely because they are unaccompanied or because a parent or caregiver cannot be reached.

STAFF ENFORCEMENT OF BEHAVIOR RULES

1. Enforcement of these rules will be conducted ~~in a fair~~ly and reasonably~~e manner~~. Library staff may intervene to stop prohibited activities or behaviors. Violators may be asked to stop such activity/behavior immediately. If the activity/behavior continues and the patron does not heed library staff, they will be instructed to leave the library. Law enforcement may also be called for serious offenses or failure to leave the premises when instructed.
2. When employees ask a patron 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 a patron to leave the premises.
4. If a patron 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, staff shall at no time ~~shall staff~~ put themselves or other staff in a dangerous situation. Staff shall always take into account their personal safety, ~~the safety of their coworkers'~~ safety, and the safety of library patrons.
6. Staff shall alert the Director to patrons who continually disrupt library service.
7. Any patron 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 patron's actions present a significant disruption to staff or other library patrons.
8. The Library Director or designated staff may restrict patrons' library privileges ~~for patrons~~ for any violations of the standards ~~laid out~~ set forth in this document.
 - 8.1. Restricted library privileges ~~refers to~~ are a sanction, imposed by the Library Director or designated staff, ~~limiting that limits~~ a patron's ability to fully utilize library services and

resources for a defined period ~~of time~~ due to violations of the library's Standards of Conduct. Restrictions ~~of on~~ library privileges may include but are not limited to the use of UCL materials, computers, equipment, study rooms, and meeting rooms, ~~etc.~~

9. When a patron's library privileges are restricted for ~~over more than~~ a week, they ~~can begin~~ may appeals by submitting a written grievance to the Library Director. The Director will have 14 days to review the grievance and provide a written response, accepting or rejecting ~~it 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 date of~~ the Director's response to submit a written redress for grievance to the Library Board of Directors. The Board will review the grievance and provide a written response accepting or rejecting ~~it the grievance~~ within 30 days of receipt. The Board's decision on the matter shall be final.
10. The Director has the authority to bar patrons from the library for up to one year. When a patron has been barred from the library, the Director shall provide ~~written notice to the barred patron~~ with written notice within 7 days of the decision.
 - 10.1. Barring a patron refers to a more severe sanction, authorized by the Library Director, which involves prohibiting a patron from entering the library premises for a specified period, up to one year, due to significant or repeated violations of the library's Standards of Conduct.
11. When a patron has been barred from the library for more than 14 days, the barred patron may submit a written letter of redress to the Library Board of Directors within 30 days of receipt of the Director's written notice. The Library Board of Directors will have 60 days upon receipt to review and respond to the written grievance 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.)~~

This policy supersedes all previous versions and will be reviewed every three years or as needed.

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

Section 12 amended ~~in~~ April 28, 2017.

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