

**Salem Public Library**  
**Code of Conduct Policy**  
Revised 2/15/2019

The Salem Public Library welcomes patrons of all ages, backgrounds, and abilities. The rules and guidelines set forth in this document are for the protection of all who use the library. The library reserves the right to require those who do not comply to leave the premises, or to restrict or revoke their library use privileges. Unlawful activities will be reported to the City of Salem Police Department.

- Patrons entering the Salem Public Library are expected to spend their time engaged in using the resources available. Patrons not engaged in reading, studying, computer use, using library resources, or other appropriate activities may be asked to leave.
- Food and drinks are prohibited at the public computers and near any electronic devices in the library (public scanner, photocopier, microfilm reader, etc.). Patrons are expected to dispose properly of trash; littering is prohibited, and any messes must be cleaned up immediately.
- Consuming or possessing alcoholic beverages on library property is prohibited; the City of Salem Police will be called if a patron is found to be in possession of alcoholic beverages.
- Smoking or the use of tobacco or tobacco products (including vaping) is prohibited in the library and in the Children's Garden, including the restrooms.
- Possession, use, or consumption of illegal substances is prohibited and will be reported to the City of Salem Police Department.
- Presence in the library while under the influence of any intoxicant, narcotic, or other substance will result in staff reporting the incident and patron to the City of Salem Police Department.
- Noise of any type that distracts or disturbs other patrons, including conversations (in person or by cell phone), ringing or message alerts from electronic devices, or noise coming from radios, laptops, or other devices is prohibited.
- Headphones must be used when playing videos or music; earbuds are available for purchase at the front desk.
- Children age 8 and under must be accompanied by and remain under the direct supervision of a responsible adult or sibling over the age of 16. For details, please see the Salem Public Library's Unattended Child Policy.
- In order to maintain a safe children's area, the children's area (collection, space, and furniture) is reserved for use by children, their parents or guardians, and adults directly engaged in the use of the children's collection.
- The young adult area (collection, space, and furniture) is reserved for those aged 11-18 or adults directly engaged in the use of the teen collection.
- Patrons are prohibited from sleeping in the library.
- Proper use of furniture is expected at all times; any use that endangers the patron or usability of the furniture is prohibited.
- Loud, aggressive, threatening behavior towards staff or another patron is prohibited. This includes the use of profanity.
- Photographing or video recording patrons or staff by members of the public on library property without the express permission of the subject is prohibited.
- Patrons using the public computers are expected to adhere to the Salem Public Library Internet Use Policy. This policy is displayed for patron review and acceptance each time a patron signs into a library computer.

- Patrons using the free wireless (Salem Wifi) agree to abide by the Wireless Agreement when signing on to use the Salem Wifi wireless network.
- Patrons found engaging in prohibited use of the City of Salem wireless or computers will be warned once and then asked to leave with subsequent infractions. Repeated or extreme violation of these policies will result in restriction or revocation of library privileges.
- Proper attire (including shirt and shoes) is required inside the library.
- Offensive odors or bringing in items with a foul odor that disrupts normal use of the library is prohibited.
- Patrons may not use the public restrooms for shaving, bathing, or as a laundry facility.
- Library staff are not responsible for the safety of patrons' belongings, and cannot hold items at the front desk for any reason (i.e. cell phones, laptops, bags).
- Petitioning, surveying, solicitation, distribution of leaflets or other materials, and other similar activities are prohibited on library property.
- Service animals are allowed on library grounds and inside the library; no other animals are permitted in the Children's Garden or inside the library. All animals must be on leash, kept under control and may not make noise or a mess. Any animal who threatens the safety of library patrons is prohibited and must leave immediately.
- Any other activity not listed in this policy that disrupts normal use of the library and its resources are prohibited.

Complete listing of Salem Public Library Policies and applicable City of Salem Policies:

- Bulletin Board Policy (rev. 8/2014)
- Code of Conduct Policy (rev. 8/2018)
- Collection Management Policy (rev. 12/2015)
- Internet Use Policy (rev. 7/2007)
- Meeting Room Policy (2/2018)
- Salem WiFi Acceptable Use Policy (set by the City of Salem Technology Department):  
<http://salemwifi.com/>
- Unattended Child Policy (rev. 8/2018)