

Customer Conduct Infraction Form

Date: _____ Time _____

_____ was asked to leave the library for a period of _____ for the following infraction of PLS Rules of Conduct.

2.1 Actions that unreasonably interfere with other customers' access to library facilities, materials and services are not permitted. Such actions include the following:

- a. Physically, sexually, or verbally abusing or harassing other customers or staff, including, without limitation, unwanted attention such as initiating unwanted conversation, stalking, touching and staring for long periods of time at other persons;
 - b. Utilizing staff time to the extent that staff is unable to provide services to other customers;
 - c. Defacing, destroying, or tampering with library property or equipment;
 - d. Behaving in a disorderly, loud, or disruptive manner;
 - e. Offensive language;
 - f. Soliciting funds, or panhandling in the library or on library grounds;
 - g. Using radios, tape players or other personal listening equipment at a level that can be heard by others;
 - h. Indecent exposure or participation in sexual activity;
 - i. Failure to maintain bodily hygiene that is tolerable by other customers and staff ;
 - j. Entering the library with communicable diseases, contagious illnesses or lice or other body or article infestation;
 - k. Inhibiting access to library facilities, materials and services (either inside or outside of buildings) by sleeping, lying on floors or furniture or by blocking aisles or exits;
 - l. Littering, failing to properly dispose of paper, containers or other trash.
- 2.2. Access to the children's section of the library is limited to minor children, adults accompanied by minor children and customers using materials that are not available at any other location in the library. Care takers may not leave children under the age of 12 unattended in any part of the library. Unattended means that the responsible person is not within sight of the child. (See PLS Policy on the Safety of Children.)
- 2.3. Using public restrooms to bathe, shave, change/wash clothes or utensils is not permitted.
- 2.4. Customers will comply with the library's circulation policy, including checking out all materials through approved circulation devices, and will allow library staff to examine packages, briefcases and any other container before customers leave the building.
- 2.5. Wheeled personal transportation devices (except for wheelchairs, walkers and strollers) shall be left outside, and may not obstruct traffic entering or exiting the building. Bicycles must be parked in designated racks. Bicycles parked in other areas of library property are subject to immediate confiscation and may be disposed of by library staff.
- 2.6. Customers shall wear shoes and garments covering the upper and lower torso of their bodies.
- 2.7. Customers shall not engage in any activity prohibited by law.
- 2.8. Customers may bring service and therapy animals into the library and shall not bring other animals into the library.
- 2.9. Customers shall not use tobacco, smoke (including Electronic Vapor and E-cigarettes) or possess or consume alcoholic beverages on library property.
- 2.10. Customers shall not carry any weapon on library property. Only law enforcement officers or PLS authorized security officers may carry weapons on library property.
- 2.11. Customers shall comply with all library policies, including time limitations on use of equipment and materials.
- 2.12. Customers shall not use emergency exits other than during an emergency and shall not enter unauthorized workspaces or office areas, docks, back alleys or dumpsters.
- 2.13 Customers should keep their belongings with them in the library. Unattended packages, backpacks, luggage and any other personal item may be confiscated immediately and discarded.

Staff Member

Branch