



Bee Cave Public Library

Code of Conduct

Mission Statement: The Bee Cave Public Library will provide intellectual, cultural, educational, and recreational resources in a variety of formats. The library will offer an inviting environment, promote lifelong learning, and foster a sense of community.

CODE OF CONDUCT

The Bee Cave Public Library welcomes all patrons to enjoy its collections, programs, and resources. The purpose of this policy is to ensure a safe and hospitable facility for every patron.

Library visitors of all ages are required to observe the library's rules and policies. Inappropriate, disruptive, disrespectful, or rude behavior to staff or library patrons will not be tolerated.

City of Bee Cave policy prohibits the use of city facilities for commercial purposes. **Visitors are expected to respect others, to respect City of Bee Cave property, to make safety a priority, and to obey the law.** Visitors may be asked to leave the library temporarily or permanently if their behavior is in breach of this Code of Conduct. ***The following guidelines are not intended to be an all-inclusive list.***

RESPECT OTHERS

- Talk quietly.
- Use headphones with all audio equipment.
- Keep personal belongings close at all times.
- Conduct phone calls outside the library.
- The following activities are prohibited in the library:
 - Inappropriate displays of affection
 - Displays of offensive materials on computers
 - Commercial solicitation, selling, or panhandling
 - Political campaigning (unless part of a formal library program)
 - Posting or distributing flyers without prior library staff approval
 - Harassment or sexual harassment of library patrons or staff
 - Inappropriate use of social media directed at library staff, programs, or patrons
 - Possessing, being under the influence of, or using alcohol or controlled substances on library premises
 - Strong odors offensive to a person of normal sensibilities caused by either poor personal hygiene or excessive use of perfume or cologne

RESPECT PROPERTY

- Take care with food and drinks; dispose of trash properly.
- Handle all library materials with care.
- Use equipment and furniture only for their intended purpose.
- The following activities are prohibited in the library:
 - Smoking or use of any tobacco products or e-cigarettes
 - Eating at the computer stations
 - Sleeping on library property
 - Bringing skateboards or bicycles inside the library
 - Running, climbing, or throwing things
 - Bathing, shaving, or washing/rinsing of clothes in Bee Cave City Hall restrooms
 - Entering unauthorized areas of the library or City Hall [The second floor of the Bee Cave City Hall building is reserved for authorized events and persons only.]

STAY SAFE

- **The Bee Cave Public Library assumes no responsibility for children in the library. Children are the responsibility of their parents or guardians, not library staff.**
- All children under the age of 12 must be accompanied and directly supervised by an adult or responsible person age 17 or older.
- Unsupervised children may be referred to the Bee Cave Police Department.
- An adult caregiver must accompany patrons of any age who require assistance and supervision.
- Properly identified service animals are the only animals allowed inside the library; exceptions may be made for library-sponsored events.
- In the event of an emergency, all patrons will fully comply with directions from the library staff, who will implement appropriate actions and procedures.

OBEY THE LAW

Illegal or dangerous behavior to any person or property is prohibited. Criminal activities that occur on library property will be reported immediately to the Bee Cave Police Department.

CONSEQUENCES FOR UNACCEPTABLE CONDUCT

Individuals who fail to comply with this Code of Conduct may have their library privileges curtailed or suspended. Failure to stop unacceptable conduct after a verbal warning may result in the offender's being asked to leave the premises. Anyone failing to leave when requested by library staff or a law enforcement officer may be evicted and may be charged with criminal trespass.