



DENTON PUBLIC LIBRARY

RULES OF CONDUCT OPERATING POLICY

Approved by the Library Board, August 28, 2006 - Effective February 2, 2007

Library Board approved revision, November 10, 2025

POLICY STATEMENT: Individuals using the library and its resources have the right to expect a reasonably clean, safe and comfortable environment that supports appropriate library services. In order to protect these rights, the users of the Denton Public Library are expected to comply with the *Rules of Conduct* listed in this directive.

The *Rules of Conduct* applies to all library premises, including buildings, interior and exterior, and all grounds controlled and operated by the Denton Public Library. The *Rules of Conduct* applies to all individuals entering the library or who are on the library premises.

Any person who violates Rules 1-3 listed below while in or on library premises will be immediately reported to the appropriate law enforcement agency and will be ejected and issued a Trespass Warning on City Property from the Denton Police for all Denton Public Library premises and a library suspension.

Any person issued a Trespass Warning on City Property who then re-enters any Denton Public Library location is subject to arrest. The Trespass Warning on City Property prohibition from entering any Denton Public Library shall be effective from the date of the offense.

A library suspension results in exclusion from all library premises and the loss of all library privileges during the suspension period. The library suspension shall be effective from the date of the offense.

Any person issued a Trespass Warning on City Property is excluded from all library premises for a period specified in City of Denton Policy 500.08 Trespass Warning on City Property. A library suspension of one year will also be issued with any Trespass Warning on City Property that is issued. Any adult person issued a library suspension is excluded from all library premises and shall lose all library privileges for a period of one year. Minor (teens 11-17) offenders may be issued a library suspension for periods of three (3) months, six (6) months, or one year as determined by the Librarian in eCharge.

With approval by the Director of Libraries, persons who commit especially egregious offenses or exhibit an ongoing threat to the community may have a library suspension extended for an additional year for a total of a two-year enforcement period.

The following are violations of the Library's Rules of Conduct:

1. Commits or attempts to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance.
2. Is under the influence of any controlled substance or alcoholic beverage.
3. Possesses, sells, distributes or consumes any controlled substance or alcoholic beverage, except as allowed at a City-approved and permitted event where the person is legally authorized to sell, distribute, or consume alcoholic beverages.

Any person who violates the following rules listed below while in or on library premises may be given one warning at the discretion of Library staff. If the person fails to adhere to the warning, then the person will be asked to leave the premises for the day. Subsequent offenses by that person may result in an issuance of a library suspension or Trespass Warning on City Property and immediate ejection and exclusion from all Denton Public Library premises.

4. Engages in conduct that disrupts or interferes with the normal operation of the library or that disturbs library staff or individuals. Such conduct includes, but is not limited to, disregard of staff directives, abusive or threatening language or gestures, unreasonably loud or boisterous physical behavior, talking or noise;
5. Intentionally destroys, damages, or defaces any library or other individual's property;
6. Solicits, petitions, or distributes written materials or canvass for political, charitable or religious purposes in the Library building, including the doorway or vestibule of any such Library building or in a manner on the library premises that unreasonably interferes with or impedes access to the library;
7. Brings in articles that create a hazard for other library customers by their size, condition or substance;
8. Fails to maintain control of personal items or by leaving items unattended, allowing items to block access to Library walkways, materials or equipment, or by allowing items to interfere with a library staff member or individual's use of the library;
9. Personal possessions (except for bicycles) may not be left unattended outside the library building. If sitting outside, a customer must keep their possessions with them in a neat, orderly or contained manner;
10. Personal possessions such as grocery bags, trash bags, backpacks, bedrolls, shopping bags and carts, and luggage left outside the ~~L~~ibrary facilities are subject to disposal;

11. Uses, ~~stores~~ or parks bicycles, skates, roller blades, skateboards, motorized or non-motorized scooters and shopping carts (except for motorized ADA assistive devices, wheelchairs, walkers, and strollers) in ~~or on~~ library ~~premises~~ buildings, including vestibules and covered doorways. Bicycles, scooters, and other wheeled active transport devices must be parked outside library buildings in designated areas;
12. Interferes with the free passage of library staff or customers in or on the library premises;
13. Smokes, uses tobacco products or electronic smoking devices in or on library premises;
14. Brings animals in or on library premises, other than those assisting customers with disabilities or for the purpose of Library approved events or programs;
15. Violates the library's Internet and Computer Use Policy. Certain violations of the library's Internet and Computer Use Policy may also be a violation of Rule of Conduct #1;
16. Sleeps, or gives the appearance of sleeping, in or on library premises; Lying down and sleeping on library property, having feet on furniture or blocking aisles, exits or entrances;
17. Improperly uses library restrooms, including but not limited to, washing or drying clothes, bathing, shaving, or applying cosmetic or hygiene products that leave a stain or residue;
18. Moves library furniture from where it is placed without prior permission by library staff;
19. Uses equipment at a volume that disturbs others;
20. Leaves one or more children under the age of eight (8), who reasonably appear to be unsupervised or unattended, anywhere in or on library premises;
21. Fails to wear shoes or ~~shirts~~ garments that cover the torso and private areas at all times on library premises. Exceptions will be made for children under the age of three (3) years old;
22. Solicits money or donations in or on Library premises without prior permission from the library;
23. Sells merchandise or services in or on Library premises without prior permission from the library;

24. Any individual or possessions with strong pervasive odors that constitute a nuisance to other persons will be required to leave the building until such time as the condition is corrected.

Procedure for Library Suspension Appeals

Persons may request a review of a library issued library suspension based on the following procedures.

An appeal form must be requested within 14 days from the date the Notice of Library Suspension is issued. The appeal form may be requested by phone, email, or mail. sAn online or printed form will be provided upon request. ~~submitted in writing to the Library Suspension Review Committee as visits in person to any Denton Public Library location are prohibited.~~

The ~~written or e-mailed appeal~~Suspension Appeal Form must be received at the following address via email or mail within 30 days of the date the ~~a~~Notice of Library Suspension is issued.

A suspension may may only be appealed if there is no active Trespass Warning on City Property in effect. This appeal process shall only applies to ~~any~~ library suspension and ~~shall~~does not apply to a Trespass Warning on City Property issued by a police officer. The successful appeal of a Trespass Warning on City Property will not automatically reduce or remove a ~~L~~library sSuspension.

Phone: (940) 349-8752

Email:

Library@cityofdenton.com

Subject: Library Suspension Appeal

Mail:

Denton Public Library
Attn: Library Suspension Review Committee
502 Oakland Street
Denton, TX 76201

The appeal must include ~~a physical or e-mail address at which the library may correspond in writing with the individual making an appeal~~completed contact information and acknowledgments. The Review Committee, comprised of members of the Denton Library Board, will review timely filed appeals at their regularly scheduled meeting, and make a recommendation to the Director of Libraries, who will respond in writing within 60 days of receipt of the appeal.

Information regarding the process to appeal a Trespass Warning on City Property is available in City of Denton Policy 500.08 Trespass Warning on City Property and provided on the Trespass Warning document that is provided to the person receiving the Trespass Warning on City Property.

