


CITY OF NEWPORT

ADMINISTRATIVE POLICY NO. 2024-01

Subject: Rules of Conduct for the Newport Public Library
Effective Date: January 25, 2024
Issued by: Spencer R. Nebel, City Manager

The attached rules of conduct for the Newport Public Library, administrative policy no. 2024-01, are adopted under NMC 8.11.050, and the Library Director is delegated authority and assigned as the person in charge under NMC 8.11.020 for the purpose of enforcing the attached rules of conduct.


~~Spencer R. Nebel, City Manager~~
Acting City Manager

Date January 25, 2024

RULES OF CONDUCT FOR THE NEWPORT PUBLIC LIBRARY

The Newport Public Library's mission is to provide equitable access to materials, entertainment, information and technology services of the highest quality to our diverse multigenerational community. To this end, the Library has established rules of conduct to promote a safe, comfortable, healthy, and barrier-free environment. Library staff shall make every effort to apply these rules in a fair, humane, and positive manner for the benefit of all. The rules of conduct cover activities inside and outside the Library building, including the Library grounds and parking lots. We ask for your cooperation in maintaining an environment conducive to enjoyable use of the Library for all.

While at the Library we encourage you to:

1. Ask for help when you need it.
2. Give us your suggestions about how we can improve our services, collections, and facilities.
3. Enjoy the time you spend at the Library.

Under Newport Municipal Code (NMC) Chapter 8.11 - Trespass in Public Places, the following are rules of conduct while on or about Library property:

- A. No person shall violate any federal, state, or city of Newport law/ordinance.
- B. No person shall enter or remain on Library property for purposes other than to conduct legitimate business with the Library or to use that property lawfully under the laws and rules that apply.
- C. No person shall enter or attempt to enter any secure portion of Library property that is not open to members of the public without authorization from Library staff.
- D. No person shall deface, damage, or destroy Library property.
- E. No person shall engage in conduct that degrades the appearance of Library property, including but not limited to depositing trash or defacing property.
- F. No person shall engage in conduct that disrupts or interferes with operations of the Library, including but not limited to conduct that creates unreasonable noise or physical behavior. (Examples may include but are not limited to: climbing, running, loud or disruptive noise, throwing things, pushing and shoving, public indecency, verbal or physical harassment or threat.)
- G. No person shall engage in conduct that subjects patrons or employees of the Library to alarm or disturbance.
- H. Unless specifically authorized, no person shall use Library property for the purpose of housing or camping, including but not limited to placing objects such as vehicles, bicycles, backpacks, carts, or other items in a manner that interferes with passage.
- I. No person shall refuse to obey any lawful direction of Library staff or other city government employees.
- J. No person shall violate any provisions posted on Library parking lots.

K. So that everyone may have a safe and enjoyable experience, the following are also prohibited while on or about Library property (NMC 8.11.050):

- K.1. Eating or drinking at the public computers.
- K.2. Talking on a cell phone outside of the designated areas.
- K.3. Using e-cigarettes/vaporizing/vaping/smoking or use of illegal drugs. (NMC Chapter 9.20 - Smoking and Drug Use)
- K.4. Preventing ADA access.
- K.5. Consuming alcoholic beverages. (NMC Chapter 9.55 - Consumption of Alcohol in Certain Public Places)
- K.6. Violating another patron's reasonable expectation of privacy to read, view, or listen to Library materials.
- K.7. Bringing animals other than approved service animals into the Library. Under federal and state law, only dogs and miniature horses qualify as service animals. Emotional support animals and therapy animals are not considered service animals under the ADA.
- K.8. Using skateboards, roller blades, roller skates, or other sports equipment.
- K.9. Being in the Library without shoes, shirts, or other appropriate clothing. Children too young to walk do not need shoes.
- K.10. Using Library facilities for the purpose of bathing or sleeping. Patrons caught sleeping will be given two warnings and will be asked to leave the Library if they need to be awakened a third time in a single day.
- K.11. Excessive use of perfume or cologne.
- K.12. Bringing into the Library anything that is unsafe, including firearms or other weapons, unless the individual is licensed to carry a firearm, or anything that creates an obstacle or takes up seating, including bicycles, carts, or large backpacks.
- K.13. Leaving children under the age of 10 unattended. Children age 10 and older may use the Library on their own. Under Oregon law, children under the age of 10 cannot be in the Library without a parent, caregiver, or chaperone.

Violation of Library rules of conduct may result in verbal or written warning, exclusion, or other enforcement action identified under NMC Chapter 8.11.