

<p align="center">State Library of Oregon Policy</p>	
<p align="center">Library Rules of Conduct</p>	
<p>Approved by: <i>Wendy Connel</i></p>	<p>Date: November 22, 2023</p>

Policy Statement: This policy provides guidance to State Library staff in creating an inclusive and welcoming environment and maintaining building security and appropriate public use of the State Library.

Applicability: All State Library staff, volunteers, and visitors.

Attachments: None.

Definitions: Visitor: any person other than library staff members or volunteers who is on the State Library premises for any reason.

Policy: See next page. The second page may be printed to post in the building.

Library Rules of Conduct

The State Library of Oregon strives to foster a safe and welcoming environment for everyone. Visitors are asked to please follow these few rules while using the library.

- Treat other visitors and staff respectfully.
- Enjoy your drinks in covered containers and consume food in any public areas except the Government Room.
- Feel free to bring service animals into the building but keep other animals outside.
- Help keep our building clean by properly discarding your trash and food waste.
- Smoke or vape only on sidewalks, not in the building or within 10 feet of entrances, exits, accessibility ramps, windows, or air intakes.
- Stay in public areas of the building, unless authorized by staff. Public areas of the building include the first and second floor lobbies, Catalogue Alcove, Government Room, and first and second floor restrooms.
- Keep paths, hallways, and building entrances clear for use and free of tripping hazards.
- Leave guns and other weapons outside, per ORS 166.370, unless you hold a valid Concealed Handgun License or have a legal exception due to your profession.
- Ensure that children ages 9 or under are supervised by a caregiver aged 13 or older.
- Attend to or secure your belongings, as the State Library is not responsible for theft or damage that may occur.
- Notify nearby people before photographing or filming and follow applicable laws about recording.
- Follow reasonable instructions of staff and emergency personnel, including leaving the building when it is closing or being evacuated.
- Do not consume alcohol or other controlled substances.
- Do not interfere with others' appropriate use of the building or with the ability of staff to perform their job duties.
- Do not distribute materials, solicit, or advocate, unless you have prior authorization or are holding a scheduled event in the conference rooms.
- Obey local, state, and federal laws.

The State Library reserves the right to suspend or revoke the privileges of individuals who violate these rules or other State Library policies, which could include ejection from the building. Staff may call for security assistance if necessary. For questions, please call 503-378-4243 or speak with a staff member.

Approved by the State Librarian on November 22, 2023.