

Conduct and Courtesy Policy

I. Purpose

The Conduct and Courtesy Policy establishes expectations for personal behavior and conduct in the interest of ensuring a safe, clean, and welcoming environment for all library users and staff.

II. Policy Statement

A. Illegal Activities

Activities forbidden by federal and state law as well as local ordinances and codes are prohibited on library property.

Weapons

Per [Sec. 18-152](#) of the Orange County Code of Ordinances, it is unlawful to carry a handgun or weapon on county-owned, leased, or operated property, including parking lots.

Per [Sec. 14-18](#) of the Carrboro Town Code, firearms and other deadly weapons, either concealed or openly displayed, are prohibited on town property.

Weapons include but are not limited to any rifle, shotgun, weapon of mass destruction, or knife (excluding pocket knives) and includes but is not limited to any weapon as defined by North Carolina [G.S. 14-269\(a\)](#).

B. Personal Behavior and Conduct

Library users and staff are entitled to an environment free from threat, harassment, and lewd or otherwise disruptive conduct. Actionable behaviors include:

- Disturbing or harassing library users or staff with discourteous conduct, unreasonable behavior, or poor personal hygiene. For the purposes of this policy, disturbing, harassing, and discourteous conduct includes but is not limited to photographing or video or audio recording library users or staff without their consent.
- Disruptive noise, including the use of electronic devices in public areas.
- Defacement or destruction of materials or property.
- Possession or consumption of alcohol or illegal substances.
- Smoking, include the use of e-cigarettes.
- Solicitation of funds or signatures without prior approval of the Library Director.
- Panhandling, selling goods, or gambling.
- Sleeping, bathing, or grooming.

C. Personal Belongings

Personal belongings should not be left unattended and must not block or impede pathways. Items left unattended are not the responsibility of the library and library staff may not assume responsibility for the safekeeping of personal belongings.

D. Food and Beverages

Beverages should be in a covered container. Packaged, shelf-stable snack foods may be consumed in designated areas. Prepared foods or foods emitting strong odors are prohibited. Users are expected to properly dispose of all food and packaging waste.

E. Use of Age-Designated Areas

Adults in the children's area of the library must either be accompanied by a child or actively retrieving materials. Teen areas are reserved for teen users during posted times.

F. Violations

Violations of this policy may result in exclusion from library premises and the loss of library privileges. Criminal behavior will be prosecuted under the law.

Library staff follow a three-step process when addressing policy violations:

1. The user receives a verbal warning.
2. If the behavior continues after the verbal warning, the user is asked to leave the premises for the remainder of the day.
3. If the user refuses to leave the premises or if the behavior continues in subsequent visits, the user is trespassed from the premises for a period of 30 days, 90 days, 365 days, or permanently.

In the event of egregious policy violations, staff may skip the warning and daily ejection stages and proceed immediately to trespass.

Notices of trespass must be issued in the presence of local law enforcement.

Violation of the terms of trespass is defined as a Class 3 misdemeanor under North Carolina [G.S 14-159.13](#).

Trespassed users may appeal in writing to the Library Director.

III. Responsibility

It is the responsibility of all library staff to understand this policy fully so as to ensure consistent and fair administration of its guidelines.

It is the responsibility of the Assistant Library Director, with regular input from library leadership, to interpret, monitor, and recommend updates to this policy.

The Library Director is the final authority regarding the enforcement of this policy.

Effective October 2025



Erin Sapienza
Library Director

