

# ALLEGHENY COUNTY LAW LIBRARY

## Rules of Conduct

### Appropriate Library Behavior

By entering Allegheny County Law Library you are making a commitment to act courteously toward all other persons here; act respectfully with regard to public property; and follow all rules of this facility. Enjoy the library and allow others the same opportunity.

PLEASE observe the following:

- Treat all Library Staff with respect and civility
- Treat other library users with respect and civility
- Keep all valuables and personal property with you at all times. The library is not responsible for lost or stolen items. Abandoned bags may be subject to removal
- Follow library computer policies
- Use cell phones in designated locations (such as the lobby, back stacks) or area outside of library
- Engage in activities associated with the use of a public law library
- Customers not reading, studying, using library materials or attending events may be required to leave the library
- Supervise children at all times

In order to provide a safe and comfortable environment, the following are **NOT PERMITTED** in the library:

- Misuse, destruction or theft of library materials or property
- Use of alcohol or illegal drugs
- Disorderly, disruptive, boisterous or lewd conduct
- Engaging in loud, threatening, harassing, obscene or intimidating language or behavior
- Bringing excessive number or size of personal affects, i.e., bags, luggage, carts, etc.
- Abandoning personal items including but not exclusive to bags, briefcases, baggage, etc.
- Outside food or beverages with the exception of covered beverages
- Smoking and use of tobacco products
- Sleeping or loitering
- Weapons
- Bathing or shaving in public restrooms or janitorial sinks
- Solicitation of any type
- Taking pictures in the library without the prior authorization from the Law Library Administration
- Pets or animals, other than authorized service animals
- Engaging in any illegal activity

In addition, the following Internet Use Policies must be followed:

**COMPUTER USE:**

- No displaying of materials that could be construed as obscene or offensive
- No damaging, misuse of, reprogramming , or tampering with the Library's computer equipment or software
- Printing without paying for copies

Library computers MAY NOT be used for fraudulent or unlawful purposes including any activities prohibited under any applicable federal, Pennsylvania, or local laws, including activities in violation of 18 PA Cons. Stat. sec. 5903.

**LIBRARY ENVIRONMENT:**


Customers are expected to maintain an acceptable standard of personal hygiene. Creating a hazardous or physically offensive condition - including unpleasant body odors that may offend other library customers as well as infested clothing or personal effects - is unacceptable. Shirts and shoes must be worn at all times.

To provide an orderly and pleasant public environment, any staff of this building, including security staff, is authorized to determine whether a library customer is not abiding by these or other Allegheny County Law Library rules and regulations. The library reserves the right to respond to any and all conduct not expressly set forth herein but which is deemed by library staff to unreasonably interfere with the use of the library by other customers or interfere with the performance of their duties by library employees.

Any customer who violates these rules and regulations may temporarily or permanently be denied the privilege of access to our facilities. A customer whose privileges have been denied may have the decision reviewed by the Director of the Law Library or Director's designee. Appropriate law enforcement authorities will be notified promptly of any unlawful activity. Violation or repetitive violation of any of these rules shall result in suspension of that person's library privileges for such period of time as deemed appropriate by the law library. Any person who refuses to leave or re-enters the library during patron suspension shall be considered a trespasser; law enforcement may be notified and the patron may be prosecuted to the full extent of the law.

A copy of these Rules of Conduct shall be posted at the Law Library's entrance.

These Rules of Conduct have been approved and are in effect as of October 2013 and by the signatures of Allegheny County Solicitor and the Director of said library in addition to the Director of the Duquesne Center of Legal Information.

Signature  \_\_\_\_\_

Date 10/11/13

Signature  \_\_\_\_\_

Date 10/23/13

Signature John Fishman \_\_\_\_\_

Date 10/23/13