

## **Safe Environment Guidelines**

The Union County Library (the “Library”) welcomes all and wishes those who visit the Library, both physically and virtually, to feel safe and comfortable. Library visitors have the responsibility to use the Library in a manner that does not threaten the safe and comfortable environment of the Library, as set out further in these guidelines below. If you experience or witness something that you feel is in violation of the library's Safe Environment Policy, please inform a staff member immediately or email Library Administration at [ucpladministration@unioncountync.gov](mailto:ucpladministration@unioncountync.gov).

### **Illegal Activities**

Any activity that violates any local, state, or federal law, rule, or regulation, or any other applicable law, is prohibited.

### **Conduct and Behavior**

While using the Library, visitors must refrain from:

- Sleeping
- Littering or leaving an area in an unhygienic or disarrayed state
- Possessing or consuming alcoholic products or being intoxicated or under the influence of alcohol or drugs
- Carrying a concealed handgun
- Smoking within the confines of the Library
- Soliciting for any purpose
- Proselytizing
- Being disruptive, including actions such as excessive running, jumping, or creating unreasonable noise of any kind
- Refusing to follow the directions of staff
- Obstructing exits/entrances/pathways
- Abandoning or failing to supervise a child under the age of 8
- Leaving personal belongings unattended. Unattended belongings may be placed in the lost and found by Library staff.
- Infringing on others' privacy through actions that include prolonged staring, taking photos of others without permission, asking inappropriate personal questions, or any other form of unwanted attention.
- Harassing anyone physically, verbally, or sexually. Harassing behavior may include, without limitation, offensive, vulgar or abusive language or gestures or threats of violence.
- Bathing, shaving, washing clothes or using restrooms in any other unintended way
- Using furniture or fixtures in an unintended manner

### **Food/Drinks**

Drinks with lids are allowed, except where otherwise posted. Snack foods are allowed. Meals are not allowed unless prior permission has been given by Library staff.

**Union County Library**

316 E. Windsor St.  
Monroe, NC 28112  
T 704.283.8184



### **Children/Vulnerable Individuals in the Library**

Children under the age of 8 and/or vulnerable individuals must be accompanied by a parent or appointed caregiver aged 13 or older at all times when at the Library. Such persons must behave in accordance with these guidelines.

Parents and responsible caregivers are expected to provide supervision for their children whenever their children are on Library property. Staff members do not operate in loco parentis and the Library does not assume any responsibility for children on Library property.

### **Animals**

Only service animals, or animals approved for a Library event, are allowed in the Library. A visitor bringing any animal, including a service animal, in the Library will be responsible for any property damage and/or injuries caused by any such animal on Library property.

### **Library Policies**

Abiding by these guidelines and all other Library policies and guidelines is required.

### **Clothing/Attire**

Visitors are expected to be appropriately dressed at all times.

### **Virtual and Online Spaces**

The Union County Library values everyone's attendance and engagement across all of our digital platforms and at our virtual events. We strive to provide a welcoming, safe, and supportive environment where community members may learn, network, and share information with others in an atmosphere of mutual respect. To that end, we ask that community members engaging on one of the library's digital platforms or at a virtual event abide by the rules outlined in Safe Environment Policy as they apply to a virtual space.

### **Consequences**

A visitor's failure to comply with these guidelines may result in the visitor being asked to leave the Library for the day or longer, losing certain privileges, and/or the local authorities being called.

### **Appeal Opportunity**

Any person excluded from the Library, and/or losing privileges, for a period of one month or longer will be notified in writing (when and where feasible) of this decision by a Library manager, administrator, or security officer. In such cases, the person has the opportunity to appeal the decision by submitting a written request to the Assistant County Manager clearly stating why he/she believes that his/her privileges should be restored. The appeal must be initiated within fifteen (15) days following the initial date of exclusion or loss of privileges. The Assistant County Manager will respond within ten (10) working days of the date that the appeal is received. You will be notified by U. S. Mail of any appeal decision.