

Rules of Conduct

The Urbandale Public Library enforces the following rules of conduct to ensure the rights and safety of its customers and staff and to protect its materials, equipment, building, and grounds.

Guidelines

Persons in the Library or on Library property **may not**:

- Engage in any behavior or activity that threatens or endangers the health or safety of others.
- Participate in illegal activities, engage in lewd or inappropriate behavior, or violate Library policies.
- Interfere with another individual's use of the Library or with Library staff's performance of their duties.
- Misuse, damage, or steal Library property or the property of others.
- Possess, consume, or be under the influence of an intoxicant or illegal substance.
- Use tobacco products or electronic cigarettes.
- Leave individuals 9 years of age or younger unsupervised.
- Use cell phones to make or receive phone calls at public service desks or during Library programs. Cell phones used in other areas of the building must be set to silent or vibrate.
- Consume food or uncovered beverages in non-designated areas of the building, including near library computers or in the DIY Studio. Designated areas include study rooms, meeting rooms, and the Community Room.
- Use unauthorized entrances and exits or enter nonpublic areas.
- Bring animals into the building, except certified service animals or those involved in a Library program.
- Conduct surveys, petition, solicit, campaign, or engage in commercial activities except for authorized Library purposes.
- Use the building without shoes or appropriate attire.
- Store personal items.

Failure to comply with this policy and staff directives around this policy may result in the suspension of Library privileges, which includes exclusion from Library property. A multi-step disciplinary process outlined in the Library's Suspension of Privileges policy is followed. The Library reserves the right to advance the process if behavior warrants.

Adopted by the Urbandale Public Library Board of Trustees, May 20, 2015

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