BEXAR COUNTY LAW LIBRARY
CODE OF PATRON CONDUCT

Adopted by the Bexar County Law Library Committee 4/30/07

POLICY GOAL: The purpose of the Patron Code of Conduct is to provide a pleasant atmosphere that facilitates the process of legal research. It is the desire of the Bexar County Law Library Committee to provide a law library environment encouraging the acquisition of knowledge of the law through reading, writing and quiet study; as such, the Law Library is intended for use by persons engaging in law-related research or procedures and rules of conduct in order to ensure the preservation of an environment conducive to the furtherance of legal study.

POLICY: The following articles constitute the Code of Patron Conduct:

1. Intent to utilize the resources. Patrons shall be engaged in activities associated with the use of a public law library while in the library or on the library premises. Patrons not engaged in reading, studying or using library materials shall be required to leave the library.
2. Disruptive behavior. Patron shall respect the rights of other patrons. Patrons shall not harass or annoy other patrons or otherwise behave in a manner which reasonably can be expected to disturb others. Conduct that either disturbs library patrons or staff, or which hinders either patrons or staff from carrying out their work, is prohibited.
3. Sleeping. Sleeping is prohibited in the library.
4. Solicitation. Selling or solicitation is prohibited in the library.
5. Dress. Patrons must be dressed appropriately, in accordance with County Policy. Shoes or other footwear and shirts or other clothing covering the upper body must be worn while in the library.
6. Children. Unattended children are not allowed in the library. In the event that a child is left unattached, library staff shall notify the police. Any adult bringing a child into the library must supervise and monitor the child's behavior at all times. If the child's behavior disturbs library patrons or staff, or results in damage to library property, the staff may seek removal of the adult and child from the library.
7. Noise. To avoid disturbing other library patrons, please observe silence when away from the immediate receptionist's area. Noise, loud and profane language will not be tolerated. Patrons who need to converse must do so quietly, so as not to disturb others.
8. Baggage. Personal belongings (duffel bags, briefcases, backpacks, etc.) should be able to fit neatly under the table and not take up so much space as to deny anyone seating opportunity at the same table.
9. Hygiene. Any person, including the personal belongings of any person, emanating an offensive odor constituting a nuisance to other persons and detectable from more than six (6) feet away will be asked to leave the library until the situation can be corrected.
10. Laptop computers and typewriters. Laptops are permitted within the library and may be plugged in to draw AC power. The volume, however, must be set to "mute." Typewriters are not allowed, unless the devise would make no more noise than a laptop keyboard would make.
11. Personal photocopiers. The library provides photocopiers for patron use. Personal photocopiers are not allowed.
12. Seating. Walkways and aisles must be kept clear. Library patrons should conduct all lengthy reading at the tables provided and not while sitting on the floor.
13. Bicycles. Bicycles are not permitted in the library.
14. Re-shelving. Library patrons must re-shelve their books, but only to the proper location. If uncertain of the proper location of the materials, please contact staff for assistance.
15. Furniture. Do not rearrange the furniture without the permission of the library staff.
16. Equipment. Do not attempt to make repairs to the library equipment; please ask staff for assistance.
17. Theft and vandalism. Both are punishable as a misdemeanor or felony under Texas Penal Codes §§31.01 and 28.01.
    Do not write it, tear or mark on library books or other library property. To provide for the security of its property, the library maintains an electronic theft detection system at the entrance of the library. The books in this library are the property of Bexar County and the theft or abuse of such property will be subject to prosecution.
18. Food and drink. Neither food nor drink is allowed in the library due to the potential damage to the library's collection.
19. Smoking. Smoking is not permitted in either the Law Library or in any county building pursuant to the City of San Antonio Municipal Code Smoking Ordinance §36-3.
20. Shaving. Shaving is not permitted.
21. Cellular telephones. Because the ringing and conversation during calls often requires the speaker to raise one's voice to a level which would disrupt the concentration of other patrons, cell phones should be set to "vibrate" or be turned off. Any calls should be made outside the library. Any violation to this policy may result in the confiscation of your cell phone and/or expulsion from the library.

FURTHER APPLICATIONS OF POLICY: Any violation of the Code of Patron Conduct will result in the patron being asked to leave the facility until such time as the patron can demonstrate an ability and willingness to comply with the Code of Patron Conduct of the library.