

Earlham Public Library

POLICY: Library Conduct Policy

Adopted: July/August 2018

Last Revision: new policy

Next Review: Jan, 2021

Board President Signature _____

Library Conduct Policy

The Earlham Public Library strives to maintain a safe and pleasant environment for all library patrons. With this in mind, the Library Board of Trustees has adopted a number of guidelines which are designed to give a clear, common understanding of appropriate behavior in the library.

The essential behavior while using the Earlham Public Library is to be considerate of others. The library will make every effort to maintain an environment that maximizes each person's use and enjoyment of library services.

Maintaining a Safe Library Environment

In the interest of Safety, any behavior or weapon that is dangerous to a person or property is not permitted.

1. Children at the age of 7 and under must be accompanied at all times by a parent or care giver of at least 13 years of age while in the library as stated in our Unattended Child Policy.
2. Shirt and shoes must be worn at all times while on the library premises.
3. Smoking, the use of tobacco products, and the consumption of alcoholic beverages are strictly prohibited in the library. People found in violation of this guideline will be required to leave immediately.
4. Climbing or standing on furniture or structures, placing small children on tables or counters, running, parking bikes in front of entrance, etc. is hazardous to the individual and to the property, and is not allowed.
5. Defacing library materials or other library property is prohibited.

Maintaining an Environment Conducive to Library Use

Any behavior that interferes with another person's ability to use the library or staff to perform their job is prohibited. This may include, but is not limited to the following:

1. Behaving in a disorderly, loud, or boisterous manner.
2. Harassing, annoying, verbally abusing, threatening or repeated unwelcome advances toward another person.
3. Soliciting, selling, campaigning, petitioning, interviewing, survey taking, etc. unless authorized by the Library Director.
4. Picture taking or video taping of people except at a library sponsored event or program unless authorized by the people involved and/or by the parents if the subjects are minors.
5. Using personal listening devices that disturb others.
6. Receiving and/or making telephone calls on a mobile phone.
7. Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member. This includes but is not limited to the office, staff bathroom, furnace room, or storage closet.
8. Transmitting over-powering, offensive, and/or obnoxious odors that become a nuisance to other patrons.
9. Bringing animals into the Library, other than those animals required by patrons who are physically challenged.
10. See Also: INTERNET POLICY

ENFORCEMENT

The Library Director and his/her designated staff are authorized to interpret these rules to ensure appropriate behavior of all persons in the library. In the case of minor disturbances, warnings will be issued before the patron is asked to leave the library. In the case of extreme misconduct, the offender may be ordered to leave the building immediately and for a prolonged amount of time. The police may be called as appropriate.

PROCEDURE

Warning: In most cases, patrons who are behaving inappropriately in the library will be given one warning and required to behave in an appropriate manner. If their behavior continues they will be asked to leave the library for the rest of the day.

Suspension: Should the same patron continue to misbehave after being warned, they may be suspended for six months. After the 6-month period they may request a reinstatement of privileges from the Library Director or his/her designee. A written notification will be sent of the board's decision. Suspension may also be appropriate for patrons involved in cases of extreme

misconduct, to be decided under the discretion of the Library Director with the support of the Library Board of Trustees.

Banned: Patrons who refuse to behave after being suspended may be banned from the library. Depending upon the situations, the library has the option to ban the patron on a permanent or temporary basis.

Calling the Police: In cases where a patron poses a clear danger to self or others, or where s/he deliberately violates the law, or where s/he refuses to leave the library after being required to do so, library staff will call the police.