

Conduct in the Library Policy

Robert W. Barlow Memorial Library

It is the policy of the library to provide a safe, comfortable environment that is conducive to the use of library materials either by individuals, small groups or staff. The library is designed for the use of all members of the public. Patrons are expected to observe the rights of other patrons and staff members and to use the library for its intended purposes.

Conduct is prohibited that:

1. Interferes with the rights of individuals to use library materials and services
2. Interferes with the ability of library staff to conduct library business
3. Threatens the secure and comfortable environment of the library

Prohibited conduct may include but is not limited to the following:

- A. Willfully annoying, harassing or threatening another person. Using profane, obscene, threatening, abusive, or injurious language or gestures directed at another patron or a staff member.
- B. Campaigning, petitioning, interviewing, survey taking, soliciting, and selling, unless authorized by the Director or person in charge.
- C. Picture taking or videotaping of people unless:
 - i. authorized by the Director or person in charge;
 - ii. And authorized by the person photographed and/or videoed (or by his or her parent or guardian if a minor).
- D. Behaving in a disruptive, disorderly, loud, boisterous or overtly sexual manner.
- E. Playing audio equipment at a volume that is disturbing to other users.
- F. Engaging in loud or lengthy conversations in areas intended for quiet study.
- G. Talking on cell phones in a loud or disruptive manner. Cell phones are to be used in the vestibule or entryway of the library.
- H. Impeding access to the building or an area of the building. There is to be no loitering in the vestibule, entryway or parking lot.
- I. Wearing roller skates or roller blades or riding skateboards or scooters in the library. There is to be no riding of skateboards in the entryway or parking lot.
- J. Bringing animals into the library, except as required by the disabled as service animals.
- K. Leaving animals, bicycles or personal items in the library vestibule and outside entryway. Bicycles must be placed in the bike rack in front of the library.
- L. Vandalism or deliberate destruction of the library facility or library materials.
- M. Violation of local, state or federal law.
- N. Inappropriate dress (shirt and shoes are required).
- O. Use of tobacco products.
- P. Consuming alcoholic beverages and/or controlled substance or being under the influence of alcohol or controlled substances in a manner that causes public disturbance.

Food in the library

Adherence to the following guidelines will help ensure that the library remains a clean and comfortable public space.

- Food may be consumed only at tables in library free of computers or office equipment
- Only beverages in covered containers are allowed in the library
- No food or beverage can be consumed at Computer stations, Microfilm machine, Enlarger or on any surface with library owned electronic equipment on it
- Patrons are expected to properly dispose of all food, trash, and inform staff immediately of any spills.

Procedure

Enforcement of these rules may take the form of any of the following actions, depending on the severity of the misconduct, which will be determined by the staff person on duty at the time.

An emergency situation is one in which a patron's actions present an eminent danger to the life or safety of himself or others. Such incidents include assault or other crimes of violence or the threat or attempt to commit such crimes, or any unlawful behavior such as underage alcohol use or drug use. Any staff member who observes or receives a report of such behavior will call the police immediately.

We prefer to make the library a weapon-free zone. Signage to that effect is placed on library bulletin board.

In most cases, patrons who are behaving inappropriately in the library will be given one warning by a library staff member and asked to behave in an appropriate manner. Patrons who refuse to behave after one warning will be asked to leave the library premises and grounds for the remainder of the day.

If a staff member is verbally harassed after giving a warning, the individual in question will be asked to leave the library premises and grounds immediately.

Finally, if the patron refuses to leave, the patron will be removed from the library premises and grounds by the police and may be prosecuted for trespassing.

The director or designee will warn patrons causing disruption (on more than one occasion), that they will not be allowed to enter the library unless appropriate behaviors are used at all times. If, when their library privileges are reinstated, the disturbance continues, they will be barred from the library premises and grounds for up to one year. All privilege decisions may also be decided upon by the discretion of the Director

Minors who are being disruptive will be asked to leave after one warning. If an adult who cannot or will not control them accompanies them, the responsible adult will be asked to remove the minor from the library premises and grounds. If not in the building, the child's parent/guardian may be located and notified. The policy covering unattended children will be followed for those persons under age 9 (nine) and who appear to be unattended.

Adopted by the Library Board of Trustees - 04/03/06, 04/07/14, Updated 4/4/2016