

**Reviewed and/or revised:** 04/03/06, 04/07/14, 4/4/2016, 10/3/16, 04/01/2019

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. Stalking, harassing or intimidation of patrons or library staff anywhere on library property is prohibited and may be punishable by law.
- 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 authorized by the Director or person in charge Or 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. Sleeping in the library, either on the floor or furniture.
- F. Sexual harassment, defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, will not be tolerated.
- G. Playing audio equipment that is disturbing to other users. Radios, televisions and other devices with external speakers may not be used in the library. The use of personally owned computers within the library is limited to personal portable devices. The sound must be turned off or headphones used.
- H. Engaging in loud or lengthy conversations in areas intended for quiet study.
- I. Talking on cell phones in a loud or disruptive manner. Cell phones are to be used in the vestibule or entryway of the library.
- J. Running is not permitted in the library.
- K. Impeding access to the building or an area of the building. There is to be no loitering in the vestibule, entryway or parking lot.
- L. Relocating or rearranging furniture beyond repositioning existing seating around tables.
- M. 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.
- N. Bringing animals into the library, except as required by the disabled as service animals. Service animals are defined as “individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability” (28 CFR 35.104).
- O. 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.
- P. Vandalism or deliberate destruction of the library facility or library materials.
- Q. Inappropriate dress (shirt and shoes are required). Indecent exposure, as defined by the Code of Iowa, is unlawful.

- R. Use of tobacco products; including, but not limited to, cigarettes, nicotine chew, snuff, and electronic cigarettes (e cigarettes), anywhere on the library premise or grounds.
- S. Consuming alcoholic beverages and/or controlled substance or being under the influence of alcohol or controlled substances in a manner that causes public disturbance.
- T. Use of bathrooms for unreasonable or intended purposes such as bathing or laundering.
- U. Removing library materials from the building without checking them out is not only prohibited, it is unlawful.
- V. Any behavior or use of the Library that interferes with the Library's stated purpose is not permitted.
- W. Violation of local, state or federal law or code is prohibited.
- X. We prefer to make the library a weapon-free zone. Signage to that effect is placed on library bulletin board.
- Y. Leaving packages, backpacks or personal belongings unattended. Personal property must be within sight of the owner. The library assumes no responsibility for belongings left unattended.

### **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. Hot foods or any other foods that omit strong odors are prohibited.
- Only beverages in covered containers are allowed in the library
- No food can be consumed at the 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 for persons may take the form of any of the following actions, depending on the severity of the misconduct that will be determined by the staff on duty at the time. These disciplinary procedures are merely guidelines. They are not listed in any particular order and there is no requirement that any particular disciplinary action precede any other action. The Library may choose to implement any of the procedures listed, including immediate banishment from the premises and grounds, at any time, depending on the seriousness of the violation.

1. In the case of a minor disruption, the patron receives one warnings. At the second offense, the patron must leave the building and grounds for the rest of the day.
2. In the case of any misconduct that, in the judgement of a staff member, is extreme, the offender may be ordered to leave the building and grounds immediately, or the police may be called as appropriate. The amount of time before the patron can return and under what circumstances will be determined by the Library Director.
3. Patrons causing disruptions on repeated visits will be warned by the Library Director or designee that they will not be allowed to enter the building if the behavior continues. Patrons who engage in repeated disruptive behaviors that interfere with others' use of the Library, or who engage in behaviors that violate City Code or State Statutes, may be permanently banned from the Library premises and grounds by the Director. An appeal of the Library Director's decision may be made to the Library Board. An appeal to the Library Board must be in writing.
4. Exceptions to the above may be authorized by the Library Director and/or her/his designee.