

BEHAVIOR IN THE LIBRARY POLICY

Webb Shadle Public Library

Adopted: 10-18-23

Webb Shadle Public Library is designed for free access by the public to its facilities and services during regular business hours.

All persons using the library facility or services must act in a manner that does not interfere with the rights of others in their use and enjoyment of library services, or the library staff's ability to provide services. Failure to comply with the following guidelines may result in loss of library privileges and/or removal from the library premises. Nothing in these regulations shall be deemed to preclude other civil or criminal action.

Pursuant of *Section 392.5 of the Code of Iowa*, the Library Board of Trustees has the authority to establish the following behavioral guidelines for behavior while on library property.

1. The Library Director or designated staff shall have the responsibility for enforcing discipline within the library.
2. The Library Director or designated staff will determine when behavior is inappropriate in the library.
3. Response to inappropriate behavior will be immediate.

The following behaviors are prohibited on library property:

- A. Behavior that endangers the safety or health of the patron and/or other patrons or staff, or disrupt staff in the provision of library services or standard operations.
- B. Acts in violation of any local, state or federal law.
- C. Fighting or the physical threat of violence toward any person.
- D. Vandalism or the deliberate destruction of library property.
- E. Theft of Library materials, equipment, or the personal possessions of other customers or staff.
- F. Deliberate disruption of Library procedures.
- G. Use of threatening or abusive language.
- H. Verbal or physical harassment towards other patrons or staff.
- I. Exposing patrons or staff to offensive images or language.

J. Deliberate use of the Library for inappropriate purposes, such as but not limited to:

- Operating, pushing or riding wheeled vehicles within or on library property- this includes skateboards, bicycles, roller skates/roller blades, scooters, motorized vehicles, etc. *Note: Baby strollers, library carts, equipment required by persons with disabilities and equipment used by library personnel are permitted.
- Running or tumbling. *Note: Playing and running that is a standard component of library sponsored programs is permitted.
- Allowing any child under the age of eight (8) years old to use the library unattended, without direct supervision by a parent or responsible caregiver at all times. *Note- Children attending library programs designed for independent activity are exempt. See Unattended Child Policy.
- Misuse, abuse, destruction or defacement of library furniture, materials, shelving and/or equipment.
- Talking or creating other noise at a volume disruptive to other patrons or staff. Cell phone users must respect the wishes of others who desire a quiet location to study by changing the setting on their device to a non-audible signal. Patrons using other electronic devices must use headphones and keep volume at an acceptable level (not disruptive to others). *Note: Electronic devices which assist persons with disabilities are permitted.
- Littering anywhere on library property.
- Spitting.
- Tobacco use and vaping
- Use of illicit drugs and use of the facility while under the influence of any controlled substance or intoxicant.
- Posting or distributing ANY printed materials without expressed permission of library management.
- Professional or unauthorized photography or filming of the library facility, staff or patrons without expressed permission of Library management. Photography of any patron without their expressed permission, or the permission of their legal parent/guardian (minors) is prohibited.
- Sleeping activity that interferes with public use or library services, and/or depositing bedrolls or bedding on library property.
- Use of restrooms for bathing or other personal grooming.
- Failure to wear appropriate attire: Customers and staff must be fully clothed at all times, including shirt and slacks, skirt or shorts, and shoes (for patrons over the age of 5 yrs.)
- Bringing in large bags & luggage into the library. Staff may request that bookbags and large carriers be left at the Circulation Desk during library use.

- Maintaining bodily hygiene which is so offensive as to constitute a nuisance to other persons.
- Eating in the library, except in designated areas. Drinking is allowed, provided the liquid is in a covered container. Library authorized programming is exempt. Alcoholic beverages are prohibited except as authorized by the Library Director at Library sponsored events. *Note: Due to sanitation/safety issues, food or drink confiscated by library staff will be disposed of immediately.
- Entering designated staff areas. Staff work areas may be entered only under authorization of Library staff/management.
- Failure to leave promptly at closing time.
- Other types of behavior deemed inappropriate by the Library Director or designated staff

PROCEDURE

A. WARNING- In most cases, customers who are behaving inappropriately within the Library will be given one (1) verbal warning and required to cease offending activity at once.

B. EXPULSION- Customers who refuse to cease inappropriate behavior after one (1) warning will be required to leave Library property immediately.

C. BANNED- Customers who refuse to cease inappropriate behavior after repeated warnings/offenses will be banned from Library property. The Library Director has the authority to ban a customer on a temporary or permanent basis.

D. POLICE- Library staff will call the police when a customer:

- Poses a danger to him/her self, the public or staff.
- Deliberately violates the law.
- Refuses to comply with the guidelines of this and/or other library policies as requested.
- Refuses to comply with staff warnings.
- Disrupts library operations.

The acting manager on duty at the time of any incident reserves the right to ask a patron to leave the premises immediately, without a prior verbal warning, should they feel the patron's behavior is offensive or potentially harmful to themselves or others.

Approved by the Webb Shadle Public Library Board of Trustees 10-18-23

