

## Patron Behavior Policy

*The Polk City Community Library Board have deemed the following the policy for patron behavior policy.*

Just as the Polk City Community Library has a responsibility to its patrons, users have a responsibility to the Library. Because the Library is maintained as a publicly supported agency, certain rules of conduct and levels or responsibilities must be adhered to if the Library is effectively carry out its mission.

The Board of Trustees believes that Library patrons have the right to use Library materials and services without being impeded by other Library users; that Library patrons and employees have the right to an environment that is secure and comfortable; and that facilities that are available and in good condition. No persons shall engage in any conduct which disturbs or interferes with patrons or employees of the Library including but not restricting to the following:

- ~ Eating or drinking. Tobacco use and smoking is not permitted in any area of the library, or in any area where secondary smoke will enter the Library except in the designated area.
- ~ Disruptive or unsafe behavior such as loud talking, loud audio equipment (with or without headphones), **cell phone use**, screaming, running throwing things, pushing and shoving which may result in disturbing other patrons or damaging Library property.
- ~ Campaigning, petitioning, interviewing, survey taking, soliciting, or selling, unless authorized by the Director.
- ~ Sitting, standing, or placing feet on display and work surfaces, such as table, end table, counters, desks, etc.
- ~ Use of sports or recreational equipment on library grounds, including, but not limited to, bicycles, skateboards, skates, strollers (may be left in entryway), and scooters or leaving such equipment in the library entry way or lobby.
- ~ Intimidation, or unwelcome remarks to other patrons or staff.
- ~ Bringing animals in the building, except for special service animals for the blind, hearing impaired, disabled or for program activities.

- ~ Patrons are expected to wear appropriate clothing which includes wearing shirts and shoes while in the Library. Patrons whose bodily hygiene is offensive so as to cause a nuisance to others shall be required to leave the building.
- ~ Sleep on Library premises or deposit bed rolls or bedding on Library property.
- ~ Bring luggage or large bags into the Library.
- ~ Use restrooms for bathing or other personal grooming.
- ~ Deposit litter anywhere other than garbage receptacles provided.
- ~ Spit on any person or Library furniture, floors, or materials.
- ~ Picture taking or video taping of people except at Library sponsored events or programs unless authorized by the people involved or their parents if minors are present.
- ~ Leaving personal items in the building. Library assumes no responsibility for any belongings left unattended.

Exceptions to the above may be authorized by the Library Director and/or the Library Board of Trustees. No exception, however, will be made regarding the use of tobacco, or smoking.

### EXTREME MISCONDUCT

- ~ Engaging in inappropriate conversation or behavior, sexual advances, or physical and/or verbal assault.
- ~ Sexual behavior, including but not limited to demonstrations of consensual sexual behavior, exposure, offensive touching, masturbation, or sexual harassment of other patrons or staff.

- ~ Engaging in voyeurism/peeping.
- ~ Remaining in the building after closing.
- ~ Defacing, destroying, hiding or stealing Library property. [Refer to Iowa Code 714.5, and 808.12]
- ~ Consuming, selling, or giving of alcohol and/or controlled substances.
- ~ Gambling
- ~ Possessing any kind of weapons, firearms, or explosive devices in Library property.

## ADULTS

Adult patrons who have caused repeated disruption in the Library will be warned that their Library privileges will be revoked and they will not be allowed to enter the building if the behavior continues. If these patrons continue to cause disturbances, they will be barred from the Library for one month. If, when their Library privileges are reinstated, the disturbances continue, the Library will take legal actions to bar the individual from Library property for at least a year. Library staff has the authority to exclude any disruptive patron and may summon the police if necessary.

## MINORS

Parents are responsible for their children's behavior while on the Library property. Disruptive children, as well as adults, will be asked to leave the building after receiving one verbal warning. If the child is under nine (9) years old and no accompanying adult is in the library, the staff will make an attempt to locate a parent by telephone and require that an adult pick the child up immediately from the Library. Police may be called to provide assistance. More than one such occurrence, or the inability of the parent to provide immediate assistance, may result in suspension of Library privileges by the child and his or her parent(s) at the discretion of the Library Director.

**These guidelines are designed to make your library visit safe, productive, and pleasant. Please help us keep our collection intact and in good condition and help us maintain our building for all to use.**

Section 392.5 of the Code of Iowa delegates to Library Board of Trustees the right to establish the rules and regulations for use of the library.

Accepted by the Polk City Community Library Board \_\_\_\_\_.