

Conduct in the Library Policy

Policy

The Sumner Public Library provides a safe, comfortable environment conducive to the use of library materials and facilities. The library is intended 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 and the library grounds for its intended purposes. Misconduct will not be allowed on the library premises.

Misconduct

Misconduct is behavior that is illegal or that:

- Interferes with the rights of individuals to use library materials, services, and premises which includes the inside and outside areas of library property
- Interferes with the ability of library staff to conduct library business, or
- Threatens the secure and comfortable environment of the library or those using the library.

Misconduct may include, but is not limited to the following:

1. Violation of any local, state, or federal law as it pertains to the public library.
 - a. Smoking in the library or on library grounds (www.IowaSmokefreeAir.gov)
 - b. Vandalism or deliberate destruction of library materials, property, or the personal property of patrons or staff members.--edited
 - c. Theft of library materials or the personal property of other persons. (Iowa Code sections 702.22, 714.5, 716 & 808.12)
 - d. Internet access to sites prohibited by law.
 - e. Consumption or possession of alcoholic beverages, or use or possession of controlled substances on library grounds, or being under the influence of alcohol or controlled substances.
2. Any behavior that endangers or could endanger the safety or health of others.
3. Possession, use, or threat of use of dangerous weapons, including all firearms. [Dangerous weapons are as defined in Section 702.7 of the Code of Iowa and include, but are not limited to any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length.]
4. Willfully annoying, harassing, or threatening another person. [Harassment is defined as any action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule. Harassment is characterized by requests for sexual contact, unwelcome physical advances, or conduct (verbal or physical) of a nature that is intimidating, demeaning, hostile, offensive, or potentially dangerous to self or others.]
5. Behaving in a disorderly, loud, or boisterous manner which disturbs or could disturb other patrons.

6. Using abusive or profane language.
7. Eating or drinking in areas not designated for these activities.
8. Picture taking or video taping of individuals unless authorized by the individuals involved or their parents if minors are present.
9. Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.
10. Use of the library site or parking lot for inappropriate purposes, such as rollerblading, skateboarding, loitering, etc.
11. Maliciously accessing, altering, deleting, damaging, or destroying any computers, peripherals, computer system, network, computer program or data.
12. Using personal electronic devices without earphones or with earphones at an unreasonable volume.
13. Cell Phone Use: In consideration of other patrons, cell phones will be turned off or placed on vibrate when entering the building.
14. Distributing or posting material without library staff approval.
15. Bringing animals into the library, except those trained to assist individuals with disabilities or for library-sponsored events.
16. Poor hygiene that constitutes a nuisance.
17. Using the library for inappropriate purposes such as sleeping and bathing.
18. Wearing inappropriate dress such as bathing suits, no shirts, and no shoes or footwear that could cause damage.
19. Remaining in the Library without authorization after regular closing hours.
20. Soliciting of sales or selling to library patrons except at library-sponsored events.
21. Campaigning, petitioning, interviewing, or surveying patrons or staff in a manner that is disruptive to Library activities.
22. Leaving personal items in the building. The library assumes no responsibility for any personal belongings left unattended.
23. Other kinds of behavior deemed inappropriate in the opinion of Director or designated staff members.

RESPONSIBILITY FOR ENFORCING THIS POLICY.

The Library Director or delegated staff shall have the responsibility for enforcing discipline within the library and will determine misconduct. [Children age under age seven (7) must be accompanied and supervised by a responsible person at least fourteen (14) years old. It is their responsibility to supervise and monitor the behavior and safety of their children at all times. See Unattended Child Policy]

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

PROCEDURES:

- Staff members are to use their best professional judgment when enforcing this policy.
- The goals of staff action will be to curtail a patron's inappropriate behavior, and to encourage the patron to behave appropriately in the Library.
- Response to any incident should occur as soon as possible after the incident begins.
- Except in cases where the staff feels in physical danger, they will discuss the inappropriate behavior with the patron, suggest alternatives, and if necessary state the consequences of the behavior.
- In cases where a juvenile refuses to behave appropriately in the Library, the staff member in charge is authorized to call the juvenile's parents.
- In cases where a patron, whether juvenile or adult, continues to behave in an inappropriate manner after the staff has warned the patron that such behavior is inappropriate, the staff member in charge is authorized to tell the patron to leave, and to call the police if the patron refuses.

Consequences:

1. Any patron asked to leave the Library may return the next working day.
2. If the patron continues to behave in an inappropriate manner, the staff member in charge is authorized to tell the patron to leave, and Library privileges are withdrawn for a week. In case of a child, the child's guardian will be notified by phone and email.
3. If after a week without Library privileges the patron still behaves in an inappropriate manner, the staff member in charge is authorized to tell the patron to leave, and Library privileges are withdrawn for a month. They shall be advised, in writing, of the suspension and the reason for such action. The suspended person shall also be informed that the suspension may be appealed at the next regularly scheduled Library Board meeting.
4. At the end of the month, the patron must meet with the Library Director for reinstatement of Library privileges. A juvenile must bring his/her parents or responsible adult and meet with the Library Director for reinstatement of Library privileges.

5. Failure to remedy the problem by the aforementioned steps will result in the patron meeting with the Library Board to determine his/her restoration of Library privileges.

If a patron appears dangerous, deliberately violates the law, is identified as a registered sex offender against a minor, or refuses to leave the library after being asked to leave, the director or the senior staff member on duty will call the police.

Adopted April 19, 2004

Reviewed May 19, 2008

Revised and Approved December 19, 2011

Revised and Approved September 18, 2014

Revised and Approved May 17, 2018