

## **BEHAVIOR POLICY**

It is the intent of the Independence Public Library Board of Trustees and the library staff to provide a pleasant and safe environment for patrons so that they may have effective access to information and ideas. People are expected to observe the rights of other people and to use the library for its intended purpose.

The Library Director and on-duty staff shall have the responsibility for enforcing the policy and determining when behavior is inappropriate in the library.

The following kinds of behavior will not be tolerated in the library:

- Any behavior that endangers the safety or health of any person.
- Violation of any local, state, or federal law as it pertains to the public library. This includes, but is not limited to vandalism, theft, possession or consumption of alcoholic beverages or controlled substances on library grounds.
- Smoking, including e-cigarettes, and the use of tobacco products in the building or on the grounds.
- Disorderly, loud, or abusive behavior or language.
- Fighting or challenging to fight, running, pushing, shoving, throwing things, and climbing on furniture.
- Behavior that is willfully annoying, harassing, or threatening to another person.
- Solicitation of any kind is not allowed in the building or on the grounds.
- Use of the site for rollerblading, skating, skateboarding, bike ramping, loitering, or other inappropriate purposes.
- Inappropriate dress such as bare feet, no shirt, etc.
- Having offensive body odor or personal hygiene so as to unreasonably interfere with other patrons' ability to use the Library and its facilities.
- Only drinks with lids are acceptable.
- Food may be brought in as long as it is not disruptive to other patrons and does not make a mess. Food is not allowed in computer areas. Exceptions may be made at the discretion of the Library Director.
- Other kinds of behavior deemed inappropriate in the opinion of Library Director or designated staff members.

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 on duty at the time. These disciplinary procedures are merely guidelines. 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, at any time, depending on the seriousness of the violation. If a young person is asked to leave and needs a ride, staff will make the phone call for a ride.

Patrons will be held financially responsible for damage. Parents/guardians of minor children will be held responsible for damage caused by their children.

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### Disciplinary Guidelines:

- Minor Disruption. In the case of a minor disruption, the library patron will receive two warnings. At the third offense, the patron must leave the library for the rest of the day.
- Extreme Misconduct. In the case of any misconduct that, in the judgment of a staff member, is extreme, the offender may receive only one warning, be ordered to leave the building immediately, or the police may be called as appropriate.

Extended Ban from the Library. 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 banned for an extended period of time. Following are suggested guidelines for infractions:

- After two warnings (see disciplinary guidelines above), the patron interfering with library operation will be asked to leave the premises for the day. If it is a minor, the library director or designated staff member will make realistic attempts to notify the parent/guardian.
- The second offense will result in exclusion from the library for one week. If it is a minor, the library director or designated staff member will make realistic attempts to notify the parent/guardian.
- The third offense will result in exclusion from the library for one month. If the disruptive behavior is that of a minor, a meeting will be arranged by the parent/guardian to meet with the library director and a board member/s. If it is an adult, the meeting will be between the patron, library director, and a board member/s. The patron may not return to the library until the determined time has passed and the meeting has taken place.
- The fourth offense will result in exclusion from the library for six months. If the offense is that of a minor, a meeting will be arranged by the parent/guardian to meet with the library director and a board member/s. If it is an adult, the meeting will be between the patron, library director, and a board member/s. The patron may not return to the library until the determined time has passed and the meeting has taken place.

Exceptions to the above may be authorized by the Library Director and/or a designee. If a patron would like to request a review of the exclusion order, they may do so at a meeting arranged when a patron is asked to leave the library for a period of one month or longer. If a review is requested after the initial meeting, the exclusion order remains in effect pending the review. The president or designated library board member may review the situation and provide a final decision on behalf of the library board.

Staff members provide library services but do not provide medical services. The 911 emergency telephone contact will be used for medical, fire, or police assistance as **seen as appropriate, by on-duty staff.** ~~in the opinion of staff.~~