

## Child Safety and Behavior

The Lebanon Public Library welcomes children and families. However, the library is a public building and not a secure place for children to be left alone. Parents and legal guardians need to exercise responsible care and supervision over their minor children in order to protect them and to make the library pleasant for everyone.

Children 7 years of age and under must be accompanied by an adult or responsible sibling age 12 or older who remains in the immediate vicinity of and in visual contact with the child unless the child is participating in a library program.

Children age 8 and older may use the library on their own for an amount of time appropriate to their age and maturity. Parents are still responsible for the actions of their children.

All children should have the telephone number of someone who can assist them in an emergency. Library staff will not take responsibility for the care of any child.

Children using inappropriate behavior will be informed of the rules. If inappropriate behavior continues, the child may be asked to leave the library.

### **Unattended Children in Library**

The staff will follow the directions below for children found on library premises without a parent or caregiver:

1. Attempt to locate the guardian/caregiver in the library and explain the Child Safety Policy.
2. If the guardian/caregiver of a child age 7 or younger is not on the premises, attempt to contact him/her to come get the unattended child.
3. Contact the Lebanon Police Department if the parent/caregiver of a child age 7 or younger cannot be located within 30 minutes or sooner, depending on the cooperation of the child.

Within 15 minutes of closing, encourage children who need a ride to contact parents/guardians.

## **Closing Time**

It is the responsibility of the adult caregiver to be aware of the library's hours of operation and to also be aware that those hours are subject to change during holidays, inclement weather, or other unforeseen circumstances/emergencies. If a child aged 13 or under has not been picked up by closing, two library staff members will stay with the child for a maximum of 15 minutes. If unable to reach a responsible guardian by telephone, or said guardian is unable to pick up the child within 15 minutes, staff will call the Lebanon Police Department to take custody of the child. Under no circumstances will library staff transport a minor child.

Staff will also post a notice on the door reading, "Unattended child is in custody of the Lebanon Police Department, Justice Center, 40 N. 2<sup>nd</sup> Street, (541) 451-1751." Names are not to be stated on the sign.

## **Behavior Policy:**

The library reserves the right to contact parents or proper authorities if a child's behavior is unacceptable.

Some behaviors that may be cause for staff intervention include:

- Fighting
- Vandalism
- Rough play
- Excessive noise
- Running
- Misuse of library equipment or materials

Parents or a responsible adult or sibling are responsible for their children's behavior while in the library. Should a child be left unsupervised while a parent uses the library (including the computers), the library staff reserves the right to intervene and address the behavior themselves or to alert the child's parent/caregiver to the behavior.

Should the child continue to disrupt and the parent/caregiver not respond, both may be asked to leave the library.

If an unattended child of any age is disruptive or interferes with the operation or use of the library, the library staff will ask the child to stop the disruptive behavior. Should the behavior persist, the parent/caregiver will be notified, if possible, and asked to remove the child from the library immediately.

Lebanon police will be called for officer assistance if the parent/guardian cannot be located

or refuses to come for the child within 30 minutes, or sooner if deemed necessary for the welfare of the child or others.

*Approved by the Lebanon Public Library Advisory Committee April 11, 2012*  
*Last date amended by the Lebanon Public Library Advisory Committee April 10, 2024*

## Patron Conduct Policy

The City of Lebanon has the responsibility of ensuring that the most pleasant environment possible is maintained at the library. This policy affirms the right and responsibility of library staff to take appropriate actions to maintain such an atmosphere.

The Library Director bears first responsibility for dealing with prohibited behavior. In the absence of the Library Director, the following department personnel are authorized to deal with the problem in the order listed: Library Assistant II, Library Assistant I.

All library staff members have full authority to enforce this policy. Patrons who fail to respond to this policy will be asked to leave the library.

### **Prohibited Behavior:**

No person on library property shall:

- Engage in any illegal activity, including (but not limited to) theft or vandalism of library materials and property;
- Bring firearms or other weapons inside the building, as per ORS 166.370;
- Bring animals inside the building except \*ADA-defined service animals as permitted by law;  
**ADA guidelines specify that service animals can be excluded from public accommodation if:**
  - your animal poses a direct threat to the health and safety of others (for example, aggressively barking/snapping at other patrons);
  - your animal isn't housebroken, or;
  - your animal is out of control and you're unable (or unwilling) to effectively control it.
- Smoke, use tobacco products, or use any inhalant delivery systems, including e-cigarettes, vape pens, e-hookahs and other devices to deliver nicotine, cannabinoids or other substances in the form of vapor or aerosol anywhere in the building or grounds;
- Use or be under the influence of intoxicants;
- Engage in fighting, violent or threatening behavior;
- Subject another person to offensive or unwanted verbal or physical contact
- Use profane language or obscene gestures;
- Display sexually explicit materials on the public access computers or personal portable devices;
- Bring or consume food or drink in the building;
- Enter the library without shoes and/or shirt;
- Make unreasonable noise;
- Talk on cell phones in the library;
- Intentionally or recklessly obstruct access to or within the library building;
- Tamper or interfere with the property of another;
- Refuse to immediately leave the staff work areas if requested to do so;

- Tamper with the arrangement of library materials;
- As an adult (18 or older), occupy the children's or young adult areas unless accompanying a child or checking out materials from those areas;
- Refuse the library the right to inspect all bags, purses, briefcases, etc.;
- Abandon or leave children (age 7 or younger) unattended (see "Child Safety and Behavior").
- Use restrooms for bathing, shaving, washing clothes;
- Bring bedrolls or bedding into the library;
- Leave personal belongings unattended (abandoned belongings will be turned over to the Lebanon Police Department);
- Sleep on floor or furniture

**Note:** This list is not all inclusive and other behaviors judged inappropriate by library staff may be cause for consequences.

### **Consequences**

Any person violating any of the above provisions shall be subject to immediate removal from the library and, if removed shall not be permitted to re-enter the library for a continuous period of thirty (30) days from the date of said removal.

Upon a second or subsequent violation within any twelve (12) month period, the person shall not be permitted to re-enter the library for a continuous period of six (6) months.

Any person re-entering the library during a period when that person is not permitted to do so pursuant to the terms of this policy shall be subject to criminal prosecution for trespass.

Any suspected illegal activity will immediately be reported to the Lebanon Police Department for investigation and potential criminal prosecution.

### **Right to Hearing**

Any person alleged to have violated any of the provisions of this policy shall be entitled to a hearing before the Library Advisory Board. A request for a hearing pursuant to this section must be made within ten (10) days of the date of the removal of the person from the library and must be submitted in writing to the Chairperson of the Library Advisory Board. The request for a hearing shall not postpone the start of the period during which the person is not entitled to re-enter the library. The hearing shall be scheduled within ten (10) days of the date the request for hearing is received.

At the hearing the City or complaining witness will have the burden of presenting evidence, with the person requesting the hearing having the right to question witnesses or put on evidence. The formal rules of evidence, as defined by the Oregon Evidence Code, shall not apply. The Advisory Board will be allowed to rely upon any evidence it deems relevant so long as such evidence is the type which persons of normal understanding would rely upon in making decisions. The decision of the Lebanon Public Library Advisory Board shall be final.

*Approved by the Lebanon Public Library Advisory Board March 18, 1987.*  
*Amended by the Lebanon Public Library Advisory Board November 10, 2015*  
*Amended by the Lebanon Public Library Advisory Board April 8, 2025*

## Delinquencies/Fines

By checking library materials out, the borrower enters into an agreement with the Library to return the items on or before the due date as indicated on the checkout receipt. Materials returned after the due date are subject to overdue fines of \$ .20 per item per day, up to a maximum of \$5.00 per item.

The object of fining patrons for materials returned overdue is twofold:

1. To encourage the prompt return of library materials so that they may be made available to other borrowers.
2. To recoup a portion of the costs incurred by the library in the attempt to secure the return of library property.

However, in order to eliminate barriers that may prevent children from accessing library materials, we do not charge late fees on Easy (E), Junior (J) or Young Adult (YA) items. Payment for lost or damaged E, J and YA items and suspension of borrowing privileges until lost/damaged items are paid in full (detailed below) still apply.

### **Notices:**

Patrons who provide an e-mail address will be sent a courtesy reminder by e-mail three (3) days before materials are due.

A late notice will be sent by e-mail when library materials are one (1) week overdue.

A final notice with replacement costs will be sent when items are four (4) weeks overdue. Materials not returned at that point will be considered "Lost," and the patron will be blocked until lost items are returned and fines paid, or the lost items are paid for. (Please note, under certain circumstances, the Library may refuse to accept the return of lost items. See policy details under "Payment for Lost/Damaged Items.")

### **Payment for Lost/Damaged Items**

Library patrons are responsible for the replacement cost of any items lost, or damaged to the point of being unusable by subsequent patrons, while checked out on their library card. (Determination of damages will be made by the Library Director or designee.) When a patron pays for a lost or damaged item, they will not be charged overdue fines for that item.

If a lost item is returned within 90 days of final notice (detailed under "Delinquencies/Fines"), replacement charges will be waived. However, the library retains the right to NOT accept the return of lost items under the following circumstances:

- The items has been damaged;
- The item has been withdrawn from the collection;
- The library has already purchased a replacement.

Should a lost item be found after it is paid for, no refund will be given. Rather, the item will belong to the patron.

### **Suspension of Borrowing Privileges**

Patrons who accrue fines in excess of \$5.00 will have their borrowing privileges suspended (will be “blocked”) until payment is made to reduce the amount to no more than \$5.00.

Where circumstances warrant, the Library Director or designee may also suspend the borrowing privileges of household members (family or other individuals residing at the same address). Borrowing privileges for household members will be reinstated when the delinquent patron again becomes eligible to borrow.

A patron who owes in excess of \$25.00 in fines may make a one-time payment of \$25.00 to clear off all fines under his/her name. Lost and/or damaged items are excluded. Any lost/damaged items must be paid for in full.

### **Referral to Collection Agency**

The Library may contract with a collection agency and/or take legal action, including credit reporting, to resolve long-overdue accounts. In those cases, a non-refundable fee for collection costs will be added to the total bill. Minors are not credit reported.

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