

LIBRARY BEHAVIOR POLICY

Effective:

Supersedes: Library Behavior Policy - June 1, 2023.

PURPOSE:

Provide a safe and pleasant environment within the library that allows people to fully use library facilities during regularly scheduled hours, as well as after-hours events.

RULES & REGULATIONS:

1. **Personal identification**, including name, address, phone number, and a form of identification verification may be requested for policy enforcement.
2. **Illegal activity** is not permitted on library grounds.
3. **Not engaging in activities** commonly associated with the use of a public library may result in a person being required to leave the building, library program or approved community event. Activities commonly associated with library use includes reading, researching, studying, using technology, attending events, or borrowing materials.
4. **Unsafe or harmful behavior** is not permitted on library ground, including, but not limited to:
 - a. Verbal abuse, including but not limited to profanity and swearing.
 - b. Violence.
 - c. Threatening behavior.
 - d. Sexual harassment.
 - e. Vandalism.
 - f. Drug sale or use or attempted drug sale or use.
 - g. Intoxication.
 - h. Theft or attempted theft.
 - i. Physical harassment.
 - j. Sexual misconduct.
 - k. Lying down.
 - l. Public restroom behavior deemed inappropriate by library staff, including but not limited to vandalism, improper disposal of waste, occupying the facilities for extended periods, trimming or cutting hair, washing body parts other than hands or face.
 - m. Any behavior threatening the safety and security of any person as determined by library staff.
5. **Interference** with library use by another person or preventing employees from accomplishing their work is not permitted. Behavior that interferes includes, but is not limited to:
 - a. Noisy or boisterous activities that are not part of an approved library event or program.
 - b. Staring at another person without that person's consent.
 - c. Following another person about the building without that person's consent.
 - d. Playing audio equipment that is not part of a library-sponsored event at a volume other people can hear.
 - e. Behaving in a way interpreted as disturbing others as determined by library staff.
 - f. All doors, aisles, and shelves must remain free of obstacles, including but not limited to people sitting down, cords, or cables.
 - g. Phones are for staff use only.
6. **Smoking**, including vaping and marijuana, is prohibited throughout the building. Smoking is permitted outdoors by anyone over the age of 21 if the person is at least 25 feet from any entrance and smoke or scent does not enter the building.

7. **Weapons**, including knives with blades longer than three inches and guard dogs, are not allowed in the library or on library property, except as specifically permitted and exempt from local regulation by law.
8. **Food and beverage** that is messy, noisy, strong-smelling, as well as uncovered or alcoholic beverages are not permitted.
 - a. Food is limited to snack or wrapped items that are consumed individually. No group meals, plates, or bowls of food permitted unless part of a library event or program.
 - b. Non-alcoholic beverages may be consumed in the library if they are in covered containers that prevent spills.
 - c. Alcoholic beverages are prohibited in the library unless served at a library-sponsored event under a valid liquor license.
 - d. Crumbs, spills, packaging, or waste made from snacks or beverages must be cleaned up. Please see staff for cleaning supplies if needed.
 - e. Food or beverage delivery is not permitted unless ordered by library staff for library or staff usage.
9. **Defacing or marking library materials**, including books, magazines, newspapers, recordings, or other items of the library collection, is prohibited.
10. **Removing cataloged materials** from the library without check out on a valid library account is not permitted.
11. **Animals** are not allowed in the library, unless the animal is trained to do a specific task as a service animal, is undergoing training to do a specific task as a service animal, or is part of an educational event hosted by the library. An animal must always be under the handler's control. Any aggressive behavior, excessive barking, defecation, urination, or other disruptive actions may result in the handler being asked to remove the animal from the library. The handler is responsible for the service animal's behavior and must ensure it adheres to all library policies.
12. **Appropriate clothing**, including an opaque top and bottom, and shoes covering the bottom of feet will always be worn. Determination of what constitutes appropriate clothing will be made by library staff.
13. **Odors or bodily hygiene** disturbing other people are prohibited.
 - a. Odor issues include, but are not limited to, perfume or cologne that can be detected by a person standing from three feet or more away.
 - b. Hygiene issues include, but are not limited to, sneezing repeatedly or coughing repeatedly.
14. **Sleeping** in the library is prohibited unless the person is under the care of an alert adult caregiver within a three-foot radius.
15. **Panhandling or soliciting** anyone for money, products, or services inside the library or on library property is prohibited, unless approved in advance by the library director AND the sales of products or services are:
 - a. Incidental to library-sponsored programming.
 - b. Part of a library partnership.
 - c. Part of fundraising initiatives for the library.
16. **Petitioning**, distribution of non-commercial literature or leaflets is allowed on public sidewalks surrounding the library, but not on the entrance paths to the library north or west entrances, or the patios. This activity must not interfere with building or parking lot ingress or egress or interfere with patrons' rights to be free from such activity. Campaign materials and petitions are not permitted inside the library.
17. **Photos and videos** that appear on the library's website, social media, and promotional materials, may be gathered at public programs, events, and library spaces. Attendance at library programs, events, or in library spaces constitutes consent to be photographed or filmed for use in print and/or electronic publicity of the library. If a person does not want the library to use a photo or video of them or their child, the person must notify in writing the staff member taking photos or videos on that day.
18. **Refusing to leave the building or reentering** after being told to leave by library staff is not permitted and will be reported to police as trespassing.