



## Expected Library Behavior Policy

Library guests of all ages have the right to expect that the Library environment will be warm and inviting, yet conducive to reading and study. The Library exists to serve the needs of its guests who come to seek information, engage in the process of lifelong education, and obtain material for recreational reading, viewing and listening. The primary role of Library staff in each department is to assist patrons of all ages in securing needed information or Library materials, and not serve as disciplinarians.

However, staff will take appropriate measures as necessary to assure the learning environment of all patrons is not disturbed by unacceptable and disruptive behavior on the part of a few patrons.

**Such unacceptable and disruptive behavior may be summarily defined as noisy, boisterous or excessively active behavior—conduct which is inappropriate in a setting where others are engaged in reading, study, or similarly appropriate quiet recreational use of the Library facilities.**

Such behavior may also represent:

- a physical danger to an individual or individuals;
- may serve to interfere with the activities complementing the mission of the Library, or
- may result in damage to or defacement of Library facilities.

Parents or caregivers must assume responsibility for the behavior of their children while in the Library.

Such responsibility includes the parental exercise of any measure to bring disruptive behavior under control. **Children who are younger than age seven (7)** should be accompanied by a parent/caregiver over the age of seventeen (17) when visiting the Library. **Children, aged seven (7) to eleven (11)**, should be able to be in the Children's Department while their parent/caregiver is in another part of the Library. **Children must be age eleven (11) or older** to use Library facilities independently. We recommend that after 6:00 p.m. all children be accompanied by an adult who remains in the Library to provide direct supervision. The extent to which these policy guidelines will be enforced will be based on the individual child's behavior, considerations for the child's safety and welfare, and the child's ability to observe these expected behaviors, in the judgment of the Library's professional staff.

The following guidelines outline instances of expected behavior in the Library:

- Walk; don't run.
- Keep voices low; no profanity
- Do not gather socially in a disruptive manner.
- Do not physically or verbally abuse others.
- Do not pull up extra chairs at tables, or sit on table tops.
- One person per computer.
- One person per chair.
- No food in computer areas; no food or drink in the Heritage Room (Main Library).
- Limit cell phone conversations to areas where others will not be disturbed. Cell phone ringers must be silenced in the Library, and cell phone calls are prohibited in computer areas.
- No vandalism.
- Civil, courteous behavior is expected when dealing with others.
- Do not leave personal belongings unattended.
- Comply with the Library's Internet Acceptable Use Policy.
- Library guests must not be under the influence of alcohol or drugs.
- No illegal activity is permitted in the Library.

The Library Board of Trustees has authorized a definite policy to be applied to those who fail to exhibit the above expected behaviors. The process consists of two parts: a warning given or a sanction imposed by the Library, and a reinstatement, clearing the patron's record and restoring privileges. This reinstatement will always be preceded by a meeting with the Director or the Director's designee.

- A warning will be given, and the patron asked to comply with this policy; a note will be placed in their patron record. In the case of minors, parents/caregiver(s) will be notified and asked to call the Director or the Director's designee. If the patron does not comply with the request, they will be asked to leave the building for the day. If they refuse, police may be called.
- At a second warning, The Director or the Director's designee may further limit or revoke the patron's access to some or all library resources, and such revocation shall be given in writing, specifying the nature of the violation. Access to some or all library resources may be denied for a minimum of two weeks. Patrons whose access to such resources have been limited or revoked must attend a meeting with the Library Director or the Director's designee before their privileges have been reinstated. In the case of minor children, a parent must accompany them to the meeting.
- Further misuse may result in the forfeiture of Library privileges. Patrons may appeal this decision to the Library Board.
- Actions that violate local, state, or federal law will be prosecuted.

*Approved by the Library Board of Trustees October 11, 2007; Amended August 13, 2009.*