



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;
- interference with the activities complementing the mission of the Library, or
- 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.

Basic standards of decency and common sense are expected while in the Library. The following guidelines outline examples of expected behavior:

- Civil, courteous behavior is expected when dealing with others.
- No illegal activity is permitted in the Library.
- Do not physically or verbally abuse others.
- Library guests must not be under the influence of alcohol or drugs.

- The smoking or use of tobacco, tobacco-like products or e-cigarettes is not permitted at any time in the Library.
- Access to staff areas, entrances and exits is prohibited.
- No vandalism.
- The Library is not responsible for any personal belongings left unattended.
- Walk; don't run.
- Keep voices low; no profanity.
- Do not gather socially in a disruptive manner.
- Do not pull up extra chairs at tables, or sit on table tops.
- One person per chair.
- Patrons are required to wear shoes in the Library.
- All photography and recording of Library facilities and programs must be approved in advance by Library Supervisors. Taking pictures of Library staff or patron without their knowledge and consent is prohibited.
- Comply with the Library's Internet Acceptable Use Policy.
- One person per computer.
- No food in computer areas; simple snacks and covered drinks are permitted in other Library 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, except when noted.

The Library Board of Trustees has authorized a policy to be applied to those who fail to exhibit the above expected behaviors. The process consists of a warning given or a sanction imposed by the Library, and a reinstatement to restore 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 the 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, he or she will be asked to leave the building. If he or she refuses, police will be called and privileges will be revoked by the Director or Director's designee.
- 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 the period of time indicated on the Violation Letter. In order to reinstate privileges, the patron must meet with the Library Director or Director's designee. In the case of minor children, a parent must accompany them to the meeting.
- Further misuse may result in the permanent 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 2009, March 2010, April 2015, January 2017