

# Conduct Policy from Delhi Public Library

## LIBRARY CONDUCT POLICY

All library users and employees should be free of any threat of harm, invasion of property, or gross indignity. In an effort to protect these rights for all persons, the Library Board has approved the following rules.

No person shall engage in any conduct that disturbs or interferes with the legitimate use of the Library, including, but not restricted to the following:

1. Willfully annoy, harass, or threaten another person.
2. Behave in a disorderly, loud, or boisterous manner.
3. Interfere with another person's passage within the Library or on library grounds.
4. Consume or possess alcoholic beverages, or use or possess controlled substances on library grounds or be under the influence of alcohol or controlled substances in a manner that causes public disturbance.
5. Possess any firearm, knife, any device which could be used as a weapon or other weapon prohibited by City Ordinance or State Statutes.
6. Deface or destroy library property.
7. Smoking in the Library.
8. Remain in the Library without authorization after regular closing hours.
9. Solicit funds or panhandle.
10. Bringing unauthorized animals into the Library except as required by persons with disabilities.
11. Use skates or a skateboard in the Library or entrance.
12. Play audio equipment at volume that is disturbing to other users.
13. Campaign, petition, interview or survey patrons or staff in a manner that is disruptive to Library activities.
14. Willfully expose patrons and staff to offensive images or language.
15. Engage in excessively loud or lengthy conversations (including conversations on cell phones) in areas intended for quiet study.
16. Interfere with the Library's right to maintain a clean, pleasant and safe facility.
17. Use of cell phone cameras or other unauthorized cameras in the Library.
18. Attachment or use of private equipment to download or obtain website images or to obtain information about other patrons from public access computers, such as spyware.

Enforcement of these rules for persons may take the form of any of the following actions, depending on the severity of the misconduct that will be determined by the staff on duty at the time. These disciplinary procedures are merely guidelines. They are not listed in any particular order and 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.

1. In the case of a minor disruption, the patron receives two warnings. At the third offense, the patron must leave the Library for the rest of the day.

2. 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.
3. Patrons causing disruptions on repeated visits will be warned by the Director or designee that they will not be allowed to enter the building if the behavior continues. 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 from the Library premises by the Director for a determined amount of time but not permanently. An appeal of the Library Director's decision may be made to the Library Board. An appeal to the Library Board must be in writing.
4. Exceptions to the above may be authorized by the Library Director and/or her/his designee.

Reviewed and Approved on this date: \_\_\_\_\_

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President of Board of Trustees

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Secretary of Board of Trustees