

## Policy

The policy of the West Liberty Public Library is to provide a safe, comfortable environment in which to use library materials and services. The library is intended for all members of the public. Patrons are expected to respect the rights of other patrons and staff members, and to use the library for its intended purposes. Prohibited behavior will not be allowed in the library.

## Definition

*Prohibited behavior* is that which:

- interferes with the rights of individuals to use library materials and services
- interferes with the ability of library staff to conduct library business, or
- threatens the safety or comfort of the library and its patrons

*Prohibited behavior* may include, but is not limited to, the following:

- willfully annoying, harassing, or threatening another person (this includes any action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule; also includes any type of sexual harassment, or behavior which is verbally or physically abusive)
- shouting or loud speaking which is disturbing to others
- removal of library materials without checking them out
- failure to wear appropriate attire (i.e., shoes, shirts)
- smoking or chewing tobacco
- depositing litter anywhere but trash receptacles
- bringing in animals of any kind, other than those which assist people with disabilities, or those brought in by the library
- spitting on patrons or facility
- soliciting or selling except at library-sponsored events
- distribution of any handbills or circular card booklets without permission of library director
- soliciting signatures in person for a petition
- allowing any child under 6 to be alone in the library
- violation of local, state, or federal laws on library property
- vandalism
- theft of materials belonging to the library, staff, or other patrons
- abusive or obscene language
- impeding access to the facility or any areas of the building
- entering locked or restricted areas without a staff member
- leaving personal items in the library (library assumes no responsibility for patrons' personal belongings)
- listening to radios, portable CD players, etc., without headphones
- listening with headphones at a volume that is disturbing to others in the library
- picture-taking or video-taping unless authorized by individuals involved or presence of parents/guardians
- maliciously accessing, altering, deleting, damaging or destroying any computers, peripherals, computer system, network, computer programs, or data

- bringing any type of weapon into the library
- running, wrestling, throwing objects, or any "rough-housing" of any kind

#### Consequences

Enforcement of the library's behavior policy may take the form of any of the following actions, depending on severity of the misconduct, which will be determined by staff:

- In most cases, patrons who are behaving inappropriately in the library will be given one warning and asked to behave in an appropriate manner. The patron will also be shown the behavior policy. Patrons who do not modify their behavior will be asked to leave for the rest of the day.
- In the case of any misconduct that is judged by staff to be extreme, the offender will be ordered to leave the facility or police will be called. The Director will warn patrons who engage in misconduct on more than one instance that they shall be banned from the library for one week. Following one week, any additional misconduct will result in banishment from the library for one month.