

4.3 Behavior in the Library Policy **Pella Public Library**

Adopted: 12/10/02; Last revised 9/12/17.

It is the policy of the Pella Public Library to provide a safe, comfortable environment that is conducive to the use of library materials and services, either by individuals or small groups. The library is designed for use by all members of the public. Patrons are expected to observe the rights of other patrons and staff members and to use the library for its intended purposes.

Conduct that disturbs or interferes with the legitimate use of the library will not be allowed in the library or on library property. This conduct may include, but is not limited to, the following:

- a. Any conduct that endangers the safety or health of others.
- b. Violation of any local, state, or federal law.
- c. Vandalism or deliberate destruction of library materials.
- d. Theft of library materials or the personal property of other patrons or staff members.
- e. Deliberate disruption of library procedures.
- f. Loud talking, laughing, or other conduct that disturbs or could disturb other patrons.
- g. Eating in the library, except in designated areas or as part of a library-sponsored program. Drinking is allowed, provided the liquid is in a covered container.
- h. Exposing patrons or staff to offensive images or language.
- i. Consumption or possession of alcoholic beverages or controlled substances. Being under the influence of alcohol or controlled substances in a manner that causes a public disturbance.
- j. Use of tobacco products.
- k. Use of electronic or vapor cigarettes.
- l. Bringing animals into the library, excepting service animals or animals which are pre-authorized as part of a library program. Therapy animals and emotional support animals are not considered service animals and are not allowed.
- m. Failure to leave promptly at closing time.
- n. Verbal abuse or threatening behavior towards library staff or library patrons.
- o. Unauthorized entry into non-public areas of the building.
- p. Inadequate clothing or lack of shoes.
- q. The privacy of patrons must not be violated. Photographers/filmers must receive permission to photograph or film library patrons or staff prior to capturing their images.

The Library Director is responsible for enforcing the Behavior in the Library Policy within the library. In the Director's absence, the Person in Charge assumes responsibility.

In most cases, patrons who are behaving inappropriately in the library will be given one warning by library staff and asked to behave in an appropriate manner. Patrons who refuse to behave more appropriately after one warning will be asked to leave the library.

In cases in which a patron poses a clear danger to her/himself or others, deliberately violates the law, or refuses to leave the library, the police will be called to handle the situation. Egregious misconduct or repeat offenses may result in the temporary or permanent loss of library privileges. These disciplinary procedures are merely guidelines. The Library Director or staff 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.