

Library Behavior Policy

Title: Library Behavior (formerly Building and Property Use) Policy

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Authorized by: Wakarusa-Olive, Harrison Township Public Library Board of Trustees

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Purpose:

The Wakarusa-Olive, Harrison Township Public Library Board of Trustees and Staff are committed to providing patrons an environment that is conducive to the library's mission. Therefore, the Behavior in the Library Policy establishes guidelines for patron behavior that will ensure the safety of both staff and patrons, creates a welcoming atmosphere, and provides equitable access to all individuals.

Overview:

Behavior rules apply to all patrons of the Wakarusa-Olive, Harrison Township Public Library when using library facilities, or when participating in library programs. Inappropriate conduct includes any individual or group activity which is unreasonably disturbing to other individuals lawfully using library facilities, materials and/or premises or is otherwise inconsistent with activities such as reading, studying, properly using library materials and/or other similar conduct normally associated with a public library.

Definition of Inappropriate Behaviors:

Inappropriate behavior includes but is not limited to the following activities;

1. Committing or attempting to commit any activity that would constitute a crime.
2. Possessing, selling, distributing, displaying, using, or threatening with any dangerous weapon upon library premises or any other object in such a manner that it may be considered a weapon. Limited exception will be made for firearms with legal carry permits.
3. Engaging in any physically intimidating, assaultive, or abusive behavior or making threats of violence towards any library user or staff member.
4. Possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance.
5. Engaging in any sexual contact, activities or expression.
6. Selling, soliciting, surveying, distributing written materials, panhandling or canvassing for any political, charitable or religious purposes inside a library building, doorway or vestibule without prior authorization of the Library Director.
7. Smoking or other use of tobacco products including vapor or e-cigarettes in library facilities or on any library property, including outdoor seating areas.
8. Sleeping, napping or dozing in or on library premises.
9. Possessing or consuming food.
10. Possessing or consuming drinks in a manner that is damaging to library facilities or materials. Drinks in spill-proof containers such as a cup with a lid, closeable bottle or

Library Behavior Policy

sports bottle are permissible in public areas of the buildings except the Jo Geleske Historical Room and at any public computer. If library materials are damaged by drink in the library the patron will be responsible for the replacement cost of the items.

11. Engaging in excessive or disruptive conversations, talking loudly, or making ongoing noise that is disturbing to other library users or staff.
12. Not wearing shoes or not being fully clothed within the library.
13. Entering or remaining upon library premises with a bodily hygiene so offensive that it constitutes a nuisance to others.
14. Using of furniture in any manner that may damage the furniture, including placing feet on the furniture.
15. Using library materials, equipment or facilities in any manner inconsistent with their customary use.
16. Theft or intentional damage of library materials, furniture, equipment or facilities.
17. Bringing any animal into the library except service animals.
18. Entering non-public areas of the library without permission.
19. Causing damage to library restrooms or facilities or using restrooms in a manner inconsistent with their customary use.
20. Engaging in any activities that are inconsistent with the normal uses of public library facilities that include reading, studying, and using library materials.

Staff Response to Infractions:

Violation of one or more of the behaviors listed above shall constitute misconduct that will result in enforcement of the policy which may include expulsion from the library and forfeiture of library privileges.

1. In the event that a patron violates any of these rules, a staff member will tell the patron that his/her behavior violates this policy, and that it must stop.
 2. If the individual continues the behavior, a staff member will inform the patron that he/she will be asked to leave the library if the behavior does not stop immediately.
 3. Finally, if the patron continues the behavior, he/she will be asked to leave the library. If the patron refuses, the police will be called to remove the patron from the premises.
- Under no circumstances will a library employee touch the patron in any way. The staff member who deals with the patron and any staff members who witness the interaction will complete an incident report.
 - The police will be called immediately in the case of any illegal activity. Staff may also contact law enforcement to assist in the management of any situation which may be considered dangerous or unpredictable.
 - A patron may be banned from the library for a specific amount of time. This decision will be made by the director. If this happens, a certified letter will be sent to the patron informing him/her of the ban, explaining what behaviors have prompted the library to take this action, and outlining what will be expected of the patron in order to return to the library. A copy of the letter will be kept on file at the library.