

Conduct in the Library Policy

The policy of the Granger Public Library is to provide a safe, comfortable environment conducive to the use of Library materials and facilities. The Library is intended for the use of 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. Prohibited conduct will not be allowed in the Library.

Definition: Prohibited conduct 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 secure and comfortable (welcoming) environment of the Library or of those using the Library.

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

- Willfully annoying, harassing*, or threatening another person.
 - (Harassment is defined as any action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule. Harassment is characterized by requests for sexual contact, unwelcome physical advances, or conduct [verbal or physical] of a nature that is intimidating, demeaning, hostile, offensive, or potentially dangerous to self or others.)
- Any behavior that endangers or could endanger the safety or health of others.
- Behavior or conversation that is disorderly, loud, or boisterous.
- Abusive language.
- Theft, vandalism, or the deliberate destruction of Library materials, property, or the personal property of other patrons or staff members.
- Maliciously accessing, altering, deleting, damaging, or destroying any computers, peripherals, computer system, network, computer program, or data.
- Impeding access to the building or an area of the building, or blocking book stack aisles for extended periods.
- Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.
- Leaving personal items in the building. The Library assumes no responsibility for any personal belongings left unattended.
- Listening to radios, audio Internet resources or personal cassette players either without earphones or with earphones at an unreasonable level.
- Using cell phones or beepers at an unreasonable level.
- Picture taking or videotaping of individuals unless authorized by the individuals involved or their parents/guardians if minors are present.
- Campaigning, petitioning, interviewing, or surveying patrons or staff in a manner that is disruptive to Library activities.
- Solicitation of funds or panhandling.

- Bringing animals into the Library, except those trained to assist individuals with disabilities.
- Smoking, chewing tobacco, or using snuff.
- Consuming food or beverages except as permitted in designated areas or as approved by the Director or the Director's designee.
- Inappropriate dress such as bare feet, no shirt, etc.
- Poor hygiene that constitutes a nuisance.
- Using the restroom facilities for bathing.
- Violation of any municipal, state, or federal law or code.
- Other kinds of behavior deemed inappropriate in the opinion of the Director or designated staff members.

Consequences

Enforcement of these may take the form of any of the following actions, depending upon the severity of the misconduct which will be determined by the staff on duty at the time.

- **In most cases, people who are behaving inappropriately in the Library will be given two warnings and asked to behave in an appropriate manner. People who do not modify their behavior after two warnings will be asked to leave the Library for the rest of the day.**
- **In the case of any misconduct that - in the judgment of the library staff - is extreme, the offender will be ordered to leave the building immediately, or the police will be called.**
- **In the case a minor patron is asked to leave the library, every attempt will be made to contact a parent or guardian to come pick up that child. For the safety of all patrons, if a parent or guardian cannot be reached, the minor patron may be removed from group activities and asked to sit calmly near the librarian until one arrives.**
- **People engaging in misconduct on more than one instance will be warned by the Director or the Director's designee that they shall be barred from the Library for one month. An individual will be barred from the Library for one year if the disturbance continues when his/her Library privileges are reinstated.**

Reviewed/approved 9-6-14