**Sergeant Bluff Public Library**

**Library Behavior Policy**

The purpose of the Behavior Policy is to provide a safe and pleasant environment for all library patrons. It also ensures access to library facilities, the safety of users and staff, and the protection of the library collection, equipment, and facility.   
  
Patrons have the responsibility to use the library in a manner that does not  
interfere with the rights of other individuals to use library materials, resources and services; does not limit the ability of library staff to conduct library business; and does not threaten the secure and comfortable environment of the library or those using the library.  
  
Prohibited behavior includes any illegal activity and may include, but is not limited to, the following:   
  
1. Access: Impeding access to library resources, premises, or an area of the premises, or blocking access to library materials for extended periods of time

a. Leaving animals, bicycles, or personal items in library entrances or walkways.  
 b. Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.  
  
2. Animals: Bringing animals into the library, except those trained to assist individuals with disabilities, or authorized by the Director or designee.  
  
3. Audio: Using personal electronic devices, either with or without earphones, at a level that disrupts library operations.  
a. When using a cell phone, patrons should speak in low tones and keep conversations brief. If phone calls cannot be concluded quickly, patrons should move away from the reading, research, and study areas.   
  
4. Behavior:    
a. Any loud, boisterous or disruptive manner that is not solely caused by a disability.  
b. Any behavior that endangers or could endanger the safety or health of patrons or staff.  
c. 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).  
  
5. **Unattended Children**: The safety of children on library premises is a serious concern of the library staff. However, the responsibility for the safety and behavior of children on library premises rests with the parent, guardian, or responsible childcare provider and not with library staff. The following guidelines apply to the conduct of children under age nine:  
a. In most cases, a child who is violating the Behavior in the Library policy will be given one warning. If a child does not modify his/her behavior after one warning, the parent, guardian, or responsible child care provider may be asked to remove the child from library premises.   
b. If a child is violating the Library Behavior policy and is not attended by a parent, guardian, or responsible child care provider, a library staff member will ask the child to modify his/her behavior and will be given one warning. If a child does not modify his/her behavior after one warning, the child will be asked to leave the library premises. An attempt may be made to notify the parent, guardian, or responsible childcare provider.  
c. If the library is closing and parents have not picked up their child/children, attempts will be made to call the parents/guardian of the child. If they cannot be reached, the sheriff may be called.  
d. The library will assume no responsibility for children left unattended on library premises.

6. **Damages:** Using library areas, furniture, or equipment for other than their designated use.   
a. Any theft, vandalism, or the deliberate destruction of library materials, property, or the personal property of other patrons or staff members.   
b. Maliciously accessing, altering, deleting, damaging, or destroying any computers, peripherals, computer systems, networks, computer programs, or data.  
c. Parents can be liable for damage done by a child under the age of eighteen.  
  
7. **Food/Beverages**: Eating and drinking, if done responsibly, is allowed throughout the library, **except in the computer lab**. Beverages must be covered with a secure lid.  
a. Consuming food or beverages in such a way that could damage the library building, materials, or furniture is not permitted.  
  
8. **Restrooms:** Using the restroom facilities for bathing or washing clothing is not permitted.  
  
9. **Tobacco/Alcohol:** Consuming alcohol or controlled substances, being intoxicated, smoking, or using tobacco products on library premises is not permitted.  
  
**Consequences**  
Enforcement of these rules 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:

1. Patrons who engage in misconduct will be given one warning and asked to behave in an appropriate manner. Patrons who do not modify their behavior after one warning will be asked to leave the library for the rest of the day.  
  
2. Patrons who engage in misconduct that, in the judgment of a staff member, is extreme will be ordered to leave the building immediately. If necessary, the library senior staff member on duty will call the local authorities.   
  
3. Patrons who engage in misconduct in more than one instance will be warned by the staff member on duty that they will not be allowed to enter the building if the behavior continues. If a correction is not made, they may be barred from the library for a period of one week to one year, depending on the nature of the misconduct, the extent of damage or disruption caused by infractions of library policies and other relevant circumstances.

**Patron Dress Code:**  Patrons must wear shoes and appropriate clothing; no swimming suits, no offensive slogans on t-shirts/sweatshirts; men and boys must wear shirts.

REVISED: 9/01/2020

APPROVED: