

## **Dr. Grace O. Doane Alden Public Library Conduct Policy**

All library users and employees should be free of any threat of harm, invasion of privacy, or personal indignity. To ensure the protection of these rights, the following rules have been implemented.

### **Conduct Rules**

No person(s) shall engage in any behavior that disturbs or interferes with the legitimate use of the Library, including, but not limited to the following:

1. Willingly harassing, annoying or threatening another person.
2. Behaving in a disorderly, loud, or obnoxious manner.
3. Interfere with another person's passage within the Library or on Library grounds.
4. Consume or possess unauthorized alcohol or other controlled substances in the Library or on Library grounds.
5. Possess any device that could be used as a weapon or other weapon prohibited by City Ordinance or State Statutes.
6. Deface or destroy Library property
7. No smoking in the Library or on Library grounds.
8. Be in the Library after hours without permission.
9. Interfere with the Library's right to maintain a clean, pleasant, and safe environment.
10. Unwanted solicitation.
11. Bring in unauthorized animals into the Library except service or therapy animals.
12. Play audio equipment at a volume that is disturbing to others.
13. Willfully expose patrons and staff to offensive images or language.
14. Use the Library's telephone for extended periods of time, or so frequently, as to prevent others from using this service.
15. Use cell phones to take unauthorized photos or video of staff or other patrons.
16. Children will not play outside on Library grounds.

### **Enforcement of the Rules**

These conduct rules are merely guidelines. The Library staff may use their discretion in enforcing these rules and judging other behavior to be inappropriate, dangerous or offensive.

- Minor offenses will result in two warnings before the patron is asked to leave the library for the remainder of the day.
- Moderate offenses will result in only one warning before asking the patron to leave the library for the day and may result in a patron being asked to not return for two days to a full week.

- Serious offenses may not come with any warning. The patron may be asked to immediately leave the Library and may not be allowed back on Library property, or law enforcement may be asked to intervene.
- Letters may be sent home to parents if a minor violates the Library Code of Conduct detailing the incident and consequences.
- The Director has the authority to permanently ban patrons from the library in extreme cases.
- Repeat offenses may lead to patrons losing their library privileges for an extended period of time.
- Exceptions to the above may be authorized by the Library Director and/or his/her designee.
- Appeals to the Director's disciplinary action must be submitted in writing to the Board of Trustees.

**Approved by the Dr. Grace O. Doane Alden Public Library Board of Trustees:**

**August 2016**