

WAUKEE PUBLIC LIBRARY	BOARD
SECTION 5.1	APPROVED 9/99
LIBRARY CONDUCT POLICY	UPDATED 10/2, 1/06 Reviewed 3/08 Updated 12/13, Updated 06/17

LIBRARY CONDUCT POLICY

The policy of the Waukee Public Library is to provide a safe, comfortable environment conducive to the use of the 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 purpose. 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 the Library staff to conduct Library business,
- Or threatens the secure and comfortable environment of the Library or those using the Library

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

1. **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 request for sexual conduct, unwelcome physical advances, or conduct (verbal or physical) of a nature that is intimidating, demeaning, hostile, offensive, or potentially dangerous to self or others).
2. **Any behavior that endangers or could endanger the safety or health of others.**
3. **Behaving in a disorderly, loud, or boisterous manner.**
4. **Theft, vandalism, or the deliberate destruction of Library materials, property, or the personal property of other patrons or staff members.**
5. **Maliciously accessing, altering, deleting, damaging, or destroying any computers, peripherals, computer system, network, computer program or data.**
6. **Impeding access to the building or an area of the building, or blocking book stack aisles for extended periods of time.**
7. **Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.**
8. **Leaving personal items in the building. The Library assumes no responsibility for any belonging left unattended.**
9. **Use of cell phones or electronic devices at a volume that is disruptive to others.**

10. Picture taking or video recording of individuals unless authorized by the individuals involved or their parent if minors are present.
11. Soliciting signatures in person for a petition; however, the Library will accept citizen petitions and post them in the Library.
12. Bringing animals into the Library, except those trained to assist individuals with disabilities.
13. Smoking, chewing tobacco, or using snuff.
14. Use of alcohol or drugs
15. Using restroom facilities for bathing.
16. Violation of any municipal, state, or federal law or code.

Consequences

Enforcement of these rules for persons age seven or older may take the form of any of the following action, depending upon the severity of the misconduct which will be determined by the staff on duty at the time. Misconduct by persons under the age of seven is discussed by the remedies provided in the “Library Policy of Unattended Children and Disruptive Behavior”.

- In most cases, patrons who are behaving inappropriately in the Library 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.
- In the case, of any misconduct that – in the judgment of a staff member – is extreme, the offender will be ordered to leave the building immediately, or a staff member may call the police.
- Patrons engaging in misconduct on more than one instance will be warned by the Director or 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 disturbances continue when their Library privileges are reinstated.
- Parents of barred minors will be notified by the Library Director.
- Barred patrons who wish to appeal their suspensions may ask for reconsideration at the next scheduled Library Board of Trustees meeting. After an open hearing that includes the barred patron and Library Director, the Library Board of Trustees will decide whether to repeal or uphold the barring and will inform the patron in writing within ten days. The decision of the Board is final.