

# VII.

# LIBRARY CONDUCT POLICY

DATE APPROVED-UNKNOWN

REVIEWED-5/94, 10/98, 6/99, 12/02, 1/05, 4/10/08, 3/12/12, 4/13/15, 6/10/2019

REVISED-5/94, 10/98, 6/99, 12/02, 1/13/05, 4/13/15, 12/9/24

**The Wellman-Scofield Public Library is used by all members of the public. Patrons are expected to use the library for its intended purposes and to observe the rights of other patrons and staff.** The director and supervisory library staff have the authority to determine when behavior is inappropriate and the responsibility for enforcing discipline within the library.

The Wellman Public Library strives to maintain public spaces that are:

- Comfortable and welcoming
- Safe and secure
- Clean and healthy

1. Patron and staff should enjoy a comfortable and welcoming environment. The library asks users to be respectful of each other and behave in a manner that does not interfere with or disrupt others library users or the normal operation of the library. Examples of prohibited behavior include but are not limited to:

- Using threatening or abusive language
- Willfully exposing patrons and staff to offensive images or language
- Fighting or challenging to fight, running, shoving, throwing things, or rough housing
- Creating unreasonable noise, such as: using audible devices without headphones, taking calls on speakerphone, using headphones at a volume that disturbs others
- Failure to comply with staff requests
- Sleeping or giving the appearance of sleeping
- Impeding the entry into the library or passageways through the library either with physical presence or personal property
- Engaging in loud conversations

2. The Wellman Public Library is committed to providing a safe and secure environment for all. Committing or attempting to commit any activity that would constitute a violation of any federal, state or local criminal law or ordinance, or library policy is prohibited on the library property. Examples of prohibited behavior include but are not limited to:

- Entering areas designated as "Staff Only" unless accompanied by library staff members
- Harassing, threatening, or bullying another person
- Defacing or destroying library property
- Possessing, consuming, selling, or being under the influence of alcohol or illegal drugs
- Soliciting, panhandling, or gambling
- Leaving personal property unattended
- Remaining in the library after regular closing hours
- Theft of library materials or the personal property of other patrons or staff members
- Stalking, harassing, or intimidating patrons or library staff anywhere on the library property

# VII.

# LIBRARY CONDUCT POLICY

3. The library will maintain an environment that is clean and healthy for all users.

Examples of prohibited behavior include but are not limited to:

- Consuming beverages in an unlidded container or any type of food, except during specified programs where food is offered. During such programs, food is limited to the Riverboat Room.
- Using cigarettes, e-cigarettes, chewing tobacco, or other tobacco
- Personal hygiene or odor that constitutes a nuisance to others or poses a health risk
- Bringing animals into the building, with the exception of service animals or animals taking part in library program presentations
- Introducing bed bugs or other pests via returned materials or other personal belongings
- Use of bathrooms for unreasonable or unintended purposes including bathing and laundering
- Intentionally creating a mess in any area of the library that interrupts or interferes with library use

Response to prohibited and/or inappropriate behaviors should be immediate and follow the procedures described:

- **Verbal Warning:** with the statement that the persons will be asked to behave in an appropriate manner. In the case of a child, verbal warning will be given again with the advice that the parent/guardian will be notified. For children under the age of eight (8) accompanied by a parent or care giver, the staff person in charge will ask the parent or care giver to correct the child's behavior or leave the Library.
- **Expulsion:** If the disruptive behavior continues, library staff will request the person to leave the library. In the case of a child, the parent/guardian will be contacted.
- **Suspension:** Library privileges may be suspended for engaging in prohibited behavior at the discretion of supervising library staff, either temporarily or permanently. The patron has the right to appeal the suspension of privileges to the director and/or the Library Board of Trustees by submitting a written letter of appeal.
  - If privileges are being suspended for longer than a 48-hour time period, a letter will be sent to the patron outlining the prohibited behaviors and the length of suspension of library privileges.
- **Calling Police:** Authorities will be called if a patron clearly poses a danger to himself or others, if a patron deliberately violates the law, or if a patron refuses to cooperate after being asked to leave the library and its property.