

PURPOSE:

The Glenwood Public Library patrons are expected to observe the rights of other patrons and staff members. Patrons are also asked to use the library for its intended purposes. ▪The Staff has the responsibility for enforcing discipline within the library. ▪The Staff determines when behavior is inappropriate in the library. ▪Response to inappropriate behavior should be immediate

The Glenwood Public Library is designed for the use of all members of the public. Patrons are expected to observe the rights of other library users.

SCOPE:

This policy applies to all persons who enter the Glenwood Public Library. Glenwood Public Library is open to everyone in the community. This policy is designed to make the Glenwood Public Library a welcoming place for all members of the community.

POLICY:

1. Library staff will use the following steps when dealing with behavior issues at the library.
 - a. Warning - patrons acting inappropriately will be asked to leave the library for the rest of the day.
 - b. Banned - Patrons who refuse to behave after the warning process will be banned from the library. Depending upon the situation, the library has the option to ban the patron on a permanent or temporary basis. A banned patron may petition the Library Director to be reinstated.
 - c. Calling the Police – In cases where a patron poses a clear danger to self or others, or where he/she deliberately violates the law, or where he/she refuses to leave the library after being required to do so, staff may call the police department for assistance.
2. The following are prohibited in the library:
 - a. Behavior that impedes staff or patron use of the library.
 - b. Abuse, foul or obscene language
 - c. Violation of any local, state, or federal law as it pertains to the library.
 - i. Tobacco use in the library or on library grounds
(www.SmokeFreeAir.Iowa.gov)
 - ii. Vandalism or deliberate destruction of library materials, equipment, facility, furniture, grounds, etc.
 - iii. Theft of library materials or the personal property of other persons.
 - iv. Internet access of sites prohibited by law, as described in the Internet and Computer Use Policy.

- v. Consumption or possession of alcoholic beverages, or use or possession of controlled substances on library grounds, or being under the influence of alcohol or controlled substances.
- d. Any behavior that endangers the safety or health of any person.
- e. Behavior or conversation that is disorderly, loud, boisterous, is willfully annoying, harassing, or threatening to another person.
- f. Touching of another person in any way such as rough housing, kissing, sharing seats, and other excessive public displays of affection.
- g. Use of the library site or parking areas for inappropriate purposes, such as rollerblading, skateboarding, loitering, etc.
- h. Inappropriate dress, such as bare feet, no shirt, wheeled sneakers ie: Heelys, etc.
- i. Solicitation of funds or panhandling.
- j. Campaigning, petitioning, interviewing, or surveying patrons or staff in a manner that is disruptive to library activities.
- k. Use of audio devices, including cell phones, without headphones or at an unreasonable sound level.
- l. Other kinds of behavior deemed inappropriate by the Library Director or his/her delegated staff.

3. Theft or Vandalism

- a. If it is determined that the patron has indeed stolen or vandalized library property, the incident will be reported to the police. The library will prosecute anyone who steals or maliciously destroys library property.

4. Unattended Children

- a. The library is not responsible for unattended children. Caregivers are responsible for their children's behavior while at the library.
- b. Children 10 years of age and over: Children 10 and over are allowed to be in the library without supervision.
- c. Children 9 years of age and under: Caregivers may not leave children under the age of 9 unattended in the library, with the exception of planned library programming for their age group.
 - i. Caregivers are defined as individuals 14 years of age or older and directly responsible for the child.

5. Exceptions

- a. Exceptions to any of the above may be authorized by the Library Director and/or designee.