

# Harlan Community Library

## Patron Conduct Policy

*(Updated by the library Board of Trustees on 10/14/2019)*

The Harlan Community Library will provide a safe, comfortable environment that is conducive to the use of library facilities, resources and equipment either by individuals or small groups. The library is designed 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 purposes.

### Patron Responsibilities and Conduct

- Please turn your cell phone to “vibrate only” mode or turn power off while inside the library. Patrons are asked to step outside or into the foyer area of the library building to talk on their cell phone.
- The library restroom is not to be used for personal grooming/washing.
- Patrons are not permitted to use the library for sleeping/napping.
- Weapons or instruments/devices that may be used as a weapon are not allowed in the library.
- If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities at the discretion of the library director. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.
  - The use of the library may be denied for due cause. Such cause may be:
    - failure to return library materials or to pay penalties
    - destruction of library property
    - disturbance of other patrons due to objectionable language, odor, behavior
    - illegal, disruptive, or objectionable conduct on library premises including but not limited to alcohol or drug use, sexually inappropriate behavior, or violent behavior
    - inappropriate clothing - patrons need to wear shirts, pants/shorts/skirts and shoes at all times while in the library.
    - violation of any of the above outlined policies
- Radios and Other Sound Producing Devices may not be used in the library unless they are used with headphones and the sounds must be inaudible to close bystanders.
- Animals other than those used to assist with mobility (seeing eye, hearing companion, etc.)
- Only staff and authorized individuals are allowed in staff areas.
- Athletic Equipment - roller blades, skateboards or other athletic equipment shall not be used in the library. Patrons bringing these items to the library may check them at the front desk. Athletic equipment that is parked outside, needs to be done so in designated areas.
- Solicitation & Loitering
  - There shall be no loitering on the library grounds.
  - Solicitation, vending and distribution of petitions or surveys are not permitted in the library or on the library grounds without the prior consent of the Library Director or his/her designee.

- Theft, Defacement, Willful Damages - anyone involved in the theft, defacement or willful damaging of library materials or property will be subject to arrest and prosecution and will be responsible for the costs of repair or replacement, as determined by the library staff.
- At closing time, all patrons must leave the premises at closing time, unless they are participating in a prescheduled program or meeting. Library doors will be locked 5 minutes prior to closing time to assist library staff in closing procedures.
- Children's Area
  - Toys must remain in the children's area.
  - The library staff and this policy recognize that the children's area of the library may be louder and have more commotion than the adult areas of the library. However, if a child is disruptive and cannot be quieted or calmed, the parent or caregiver must remove the child from the library.
- Food and Drink
  - Food and drink spillage can damage valuable resources. Since care needs to be exercised, we ask that you refrain from having food and drink around any computer or electronic equipment.
  - The patron is responsible for any damage done by his/her food and drink.

### Children (Age 17 and Under)

- The Harlan Community Library encourages visits by young children, and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library. Therefore, it is library policy that all children under age six (6) must be accompanied by a parent or designated responsible person while in the library who is at least twelve (12) years of age. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.
- B. The library staff is not responsible for supervising children left alone when the library is closed but will make attempts to reach a parent or caregiver for immediate pick-up. If a parent cannot be reached within fifteen (15) of the closing of the library, the police department will be called to pick up the child. Under no circumstances will a library staff member drive a child home. Parents who habitually leave their child at the library will be fined \$25.00 for every half hour that a library staff person must wait with the child.
- C. Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.

### Enforcement

Enforcement of these guidelines will be progressive depending on the severity of the violation. Library staff may take the form of any of the following actions, depending up on the severity of the misconduct, which will be determined by the staff on duty at the time.

- In most cases, persons who fail to comply with the Patron Conduct Policy will be given two warnings to comply with the patron conduct policy. People who are not able to comply with the Patron conduct,

after two warnings, will be asked to leave the library for the rest of the day. The patron may return the following day.

- In the event of misconduct that is considered extreme by the library staff, the patron will be ordered to leave the building immediately and local police may be called.
- Patrons who behave inappropriately on a regular basis or who engage in unlawful activities while on Library property may have all or part of their library privileges revoked or risk being barred from the library for a period of time, as well as face the possibility of legal charges. This level of action will be determined by the library director.

### Appeal

A patron may appeal a decision of the Director to the Board of Trustees who will review the circumstances of the case and confirm, cancel or change the director's decision. The board may suspend a patron's library privileges indefinitely.