

## Conduct Policy

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Library patrons are expected to be engaged in productive use of the library and its resources.

This includes reading, studying, attending programs and utilizing library material and equipment. Patrons have the right to use the library undisturbed and library employees have the right to work without undue interference.

All library users and employees should be free of any threat of harm, invasion of property, or gross indignity. In an effort to protect these rights for all persons, the Hawarden Library Board has approved the following rules which have been adopted as policy. This policy applies to all library users regardless of age, for rules surrounding library use by minors under age 18, please also refer to our safe child policy.

No person shall engage in any conduct which interferes or disturbs the legitimate use of the library, including, but not restricted to the following:

1. Willfully annoy, harass, or threaten another person.
2. Behave in a disorderly, loud, or boisterous manner.
3. Interfere with another person's passage within the library or on the library grounds.
4. Consume or possess alcoholic beverages, or use or possess controlled substances on library grounds or be under the influence of alcohol or any controlled substances in a manner that causes public disturbance.
5. Possess any firearms, knife, or any device that could be used as a weapon or other weapon prohibited by City Ordinance of State Statute.
6. Deface or destroy library property.
7. Eat, drink, or smoke in the library, or on library grounds (unless specifically allowed in a certain location or during a specific event.)
8. Sleep in the library.
9. Remain in the library after regular closing hours.
10. Solicit funds or "panhandle".
11. Interfere with patrons' use of the library through poor bodily hygiene which is so offensive as to constitute a nuisance.
12. Bring animals into the library except as required by persons with disabilities.
13. Use skates or a skateboard in the library.
14. Bring audio equipment into the library that is disturbing to others.

15. Campaign, petition, interview or survey patrons or staff, or ask questions of a personal nature.
16. Willfully expose patrons and staff to offensive language or images.
17. Engage in lengthy conversations (including conversations on cell phones) in areas intended for quiet study.
18. Interfere with the library's right to maintain a clean, pleasant and safe facility and grounds.

If a patron is observed by library staff committing any of the actions listed above, the following disciplinary actions will be taken. Depending on the severity of the violation, the library director may, at his/her discretion advance to a higher level of discipline as stated below:

1<sup>st</sup> offense: Library user will be notified by observing library staff of their noncompliance with this policy, and a copy of this policy will be provided to the patron. Patron will be asked to leave for the remainder of the day. If conduct violation occurs at closing time, patron will be allowed to return after 1 full business day.

2<sup>nd</sup> offense: Library user will be notified of the noncompliance with this policy, by the observing staff member, and will be asked to leave the library and not return for the remainder of the day, plus one week. Upon return, they will be asked to meet with the Library Director regarding their offenses.

3<sup>rd</sup> offense: Library user will be notified of their noncompliance with the policy, by the observing staff member. They will be asked to leave the library and not return for 1 month. Upon return they will be required to meet with the Library Director, and identify ways to abide by this policy.

4<sup>th</sup> offense: Library user will be notified of their noncompliance with the policy, by the observing staff member. They will be asked to leave the library and not return for 6 months. Upon return they will be required to meet with the Library Director, and identify ways to abide by this policy.

If further offenses are documented, the Library Director at his/her discretion may enforce longer limits up to and including a permanent ban from the library.

Adopted October 2014, Revised April 2017