

CONDUCT IN THE LIBRARY

Policy

The Shenandoah Public Library seeks to provide a welcoming, safe environment for the public to pursue the use of library materials and services. The public is expected to share this space with others and the staff as everyone uses the facility. Prohibited conduct will not be allowed onsite. All races, creeds, and nationalities are expected to adhere to this standard of conduct.

Definition

Prohibited conduct is that which

- ◆ interferes with the rights of individuals to use library materials and services,
- ◆ interferes with the ability of library staff to conduct library business, or
- ◆ threatens the secure and comfortable environment of the library building, patrons, and staff.

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

- * 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 requests for sexual contact, unwelcome physical advances, or conduct [verbal or physical] of a nature that is intimidating, demeaning, hostile, offensive, or potentially dangerous to self or others.)
- * Any behavior that endangers or could endanger the safety or health of others.
- * Behaving in a disorderly, loud, or boisterous manner.
- * Theft, vandalism, or the deliberate destruction of Library materials, property, or the personal property of other patrons or staff members.
- * Maliciously accessing, altering, deleting, damaging, or destroying any computers, peripherals, computer system, network, computer program, or data.
- * Impeding access to the building or an area of the building or blocking book stack aisles for extended periods of time.

- * Entering the non-public or locked areas unless accompanied by a staff member or through prior authorization from a staff member.
- * Leaving personal items in the building. The library assumes no responsibility for any personal belongings left unattended.
- * Listening to electronic devices either without earphones or with earphones at an unreasonable level.
- * Cell phone usage that is disruptive.
- * Picture taking or video taping of individuals unless authorized by the individuals involved or their parents if minors are present.
- * Soliciting of sales or selling except at library-sponsored events.
- * Soliciting signatures for a petition.
- * Bringing animals into the library, except those trained to assist individuals with disabilities and those involved in Library programs.
- * Using the restroom facilities for bathing, etc.
- * Violation of any municipal, state, or federal law or code.

Consequences

Enforcement of these rules may take the form of any the following actions, depending upon the severity of the misconduct which will be determined by the staff on duty at the time.

In most cases, patrons who are behaving inappropriately in the library will be given one warning and asked to follow policy guidelines. Patrons who do not modify their behavior 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 the police will be called. If the police are called, an Incident Report will be filed. (See attachment)
- * Patrons engaging in misconduct on more than one instance will be barred from the library for one month. An Incident Report will be filed. After the month suspension is served and library privileges are reinstated, if the individual continues the disturbance, he/she will be barred from the library for one year.

Any further steps, if needed, are outlined in the Appeals Process Policy.

INCIDENT REPORT
SHENANDOAH PUBLIC LIBRARY

Date : _____

Time: _____

Name of Staff Person Reporting: _____

What Happened? _____

What Was Done by the Staff?

Name, Address, Telephone # of Patron Being Reported :

Name(s), Addresses (s), Telephone # (s) of Other Patron (s) Involved :

Was a copy of the Conduct Policy given to the Patron (s) involved in this incident?

Y

N

Accepted?

Y

N

Reporting Staff Person / Date

Library Director / Date

CHILD SAFETY POLICY

The public library is a unique institution that welcomes patrons of all ages to use its facilities, services and resources. Children and their safety are of great concern to libraries. We encourage families and youth to use libraries and, while doing so, also affirm parents' responsibility for their children's safety and upbringing. Children, like all library patrons, are expected to behave appropriately. Parents and caregivers, not library staff, are responsible for the behavior and supervision of their children in the library. An unattended child is a child of any age who is apparently unaccompanied by a parent or caregiver. Children who are unable or unwilling to care for themselves may not be left alone in the library, and must have adequate supervision from a caregiver. Parents and caregivers must be advised that libraries are public places. In libraries, as in all public places, 'stranger danger' is a real concern. Library staff cannot prevent children from interacting with or leaving the library with persons who are not appropriate caregivers. The library cannot be responsible for any consequences of caregivers forfeiting their responsibilities. Library staff may refer to appropriate authorities those children who are left unattended in the library.

Unattended Children in the Library:

- ◆ No matter the age, any disruptive behavior will provoke a call to the parents/guardians. If there is no response, then law enforcement authorities will be called.
- ◆ Unattended children are left at closing time—
 1. The staff will make all attempts to locate a parent. The parents will be informed of the library's policy and asked to pick up their child on time.
 2. If parents cannot be located within 15 minutes of closing, staff shall call the local police department to assume responsibility for the child.
 3. Under NO circumstances is staff to leave the child alone or take them in their car.