

Patron Conduct Policy
Missouri Valley Public Library
Revised Date: June 21, 2022

The purpose of this Patron Behavior Policy is to ensure that the Library has a pleasant and productive environment for its users. All patrons shall have fair and equitable opportunity to the quiet use and enjoyment of the Library's services, materials and facilities without being subjected to unreasonable interference or disturbance by others. Patrons using the Library are expected to conduct themselves in a manner that is appropriate to the Library's purpose.

Patrons who violate the Library's rules of behavior will be asked to stop the unacceptable behavior or activity. Patrons who continue to violate the rules of behavior may be asked for identification and will be required to leave the building for the day or, if necessary, a time period stated by the Library Administrator. In the case of misconduct which is extreme, the offender will be asked to leave the building immediately, or the police will be called.

UNACCEPTABLE BEHAVIOR IN THE LIBRARY INCLUDES:

- Disruptive behavior such as rowdiness, running, noise, vandalism, obscene or vulgar language or such behavior not in accordance with the normal use of the Library. Cellular phone or pager use that impinges on the rights of others will be considered disruptive behavior.
- Harassment of any kind or for any reason of a Library patron or employee (whether verbal, physical or visual) is prohibited. Harassment encompasses a broad range of physical or verbal behavior which may include, but is not limited to:
 - Physical or Mental Abuse or Taunting
 - Racial Insults
 - Derogatory Ethnic Jokes
 - Religious Slurs
 - Sexually suggestive queries or remarks
- Entering unauthorized areas, remaining in the building after closing or when requested to leave during emergency situations.
- Being under the influence of alcohol or drugs.
- Loitering, i.e., to stand or wait around idly or without apparent purpose, and/or impeding access to the Library or any part of the Library property.

- Engaging in illegal activity while in the Library.
- Mutilation of Library materials by marking, underlining, removal of pages or in any way defacing Library property.
- Removal of Library materials without authorization.
- Tampering with or intentionally damaging Library computer hardware, software, printer, operating systems or other associated equipment.
- Smoking, including the carrying or holding of a lighted pipe, cigar, or cigarette or any other lighted smoking equipment and also including the use of an electronic pipe, cigar, or cigarette in the Library or within 15 feet of a Library entrance, or the use of smokeless tobacco or illegal drugs in the Library.
- Concealing Library materials for the exclusive use of an individual or group.
- Refusal to abide by Library regulations regarding the return of materials.
- Consumption of alcohol.
- Library staff reserves the right to request patrons to refrain from eating if deemed appropriate.
- Entering the Library with uncovered beverages. (Examples of covered beverages are coffee cups with a lid, water or soft drink bottles with a screw on top, soft drink cans and soft drink containers with a lid and straw).
- Weapons such as explosives, firearms [except by on-duty law enforcement officers], knives, look-alike weapons, or any other objects that can reasonably be considered as weapons, are not permitted on Library property or at any related events.
- Users are not permitted to leave personal belongings when they leave the building. The Library is not responsible for any loss of user's personal belongings, through theft or otherwise. Bulky items that take up excessive space are not permitted in the Library facilities or on Library grounds.
- Sleeping.
- Patrons must wear footwear and proper clothing providing appropriate body coverage.
- Patrons whose bodily hygiene is offensive as to constitute a nuisance to others may be required to leave the building.
- Solicitation, fundraising, campaigning, lobbying, proselytizing, selling and loitering on Library property is prohibited.

- Use of photographic equipment of any kind on the Library premises except upon order of approval of the Library Administrator.
- Use of roller skates, roller blades, skate boards or jump ropes on Library property including the Library building, walkways, entryways, parking or landscaped areas.
- No pets or animals other than service dogs or service dogs in-training are allowed in the Library except when approved for library programs.
- No public displays of affection.
- **IN ADDITION:**
- Children 9 years old and younger should not be left unattended in the Library.
- Furniture may not be rearranged.
- All users must comply with state, federal and local laws.
- The Library reserves the right to impose time limits upon continuous use of Library equipment.
- The Library reserves the right to inspect the contents of all bags, purses, briefcase and backpacks, etc. for library materials.
- Shaving, bathing or laundering clothes in the public restrooms is prohibited.

Any patron who violates these or other rules and regulations may be temporarily barred from using the Library by the Library Administrator or may be permanently barred from the use of the Library by the Library Board of Trustees. The Library will actively pursue disciplinary action, prosecution or other legal actions when necessary.

In addition, all patrons must expeditiously leave the Library premises at closing time. Transportation is the sole responsibility of the patron or parent, guardian or other authorized person. Adults or minors who remain at the Library after closing may be referred to the police in order to ensure their safety.

Any Library staff member may enforce this Policy by pointing out violations to patrons and requesting compliance with this Policy. Staff members shall report serious or recurring violations to the Librarian-in-charge. The Librarian-in-charge may request that a patron who refuses to comply with the Policy leave the Library for the remainder of the day or until his or her behavior is brought into compliance with the Policy.

Video recordings made from security cameras showing a violation by a patron of the Library's Patron Behavior Policy may be used to support suspension or termination of a patron's library privileges and/or immediate ejection from the Library.

Any person who enters or remains on Library premises after having been notified by an authorized individual not to do so, and any person who enters or remains on the Library premises during the period in which he or she had been banned from the premises, will be subject to arrest and prosecution for trespassing.

The Library Administrator is authorized to exclude from the use of the Library any person who engages in behavior violating this Patron Behavior Policy. The patron may appeal the decision to the Board of Library Trustees in writing within one month of the exclusion date. The Library Administrator or, if appealed, the Board of Trustees will determine the time period for which a patron is excluded from the Library.

The appeals request should explain why the patron feels he or she should not have been removed from the library premises and why the ban should be lifted.

All appeals requests must include language that is clear, specific, and actionable (e.g., "I request that the trustees remove the three-month ban placed upon me").

The board, at its next meeting, will review submitted appeals requests and discuss them in confidence to protect patron privacy. A majority vote is required to grant the patron's clear, specific, and actionable request. Submitted appeals requests without a clear, specific, and actionable request will not be discussed or voted on.

Letters of appeal must be submitted to the Library Director.

Also, the Missouri Valley Public Library Board of Trustees do reference the Code of Iowa, 723.4 Disorderly Conduct. Criminal charges for adults and referrals to juvenile justice for minors engaging in disorderly conduct may be pursued by the Library Board.

The Library Board of Trustees reserves the right to amend this policy at any time.

Addendum: Patron Banning Notification Form

Date: _____

This is to inform _____ that he/she is given notice that the following behavior(s) are considered grounds for banishment from the Missouri Valley Public Library, according to the Missouri Valley Public Library Patron Conduct Policy:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

If you do not desist from the behavior(s), then the Library Director has the power to ask you to vacate the premises for a time period determined by the Director.

Library Director

Missouri Valley Public Library

Approved by the Missouri Valley Public Library Board of Trustees