

SALINE DISTRICT LIBRARY

POLICY BULLETIN

POLICY NO: 502

SUBJECT: CODE OF BEHAVIOR

1. The Saline District Library is open for specific and designated uses, including reading, studying, writing, participating in scheduled library programs, and using library materials and equipment. The Library Board of Trustees has adopted this Code of Behavior Policy to protect the rights of everyone using Saline District Library, and to provide resources and services in an atmosphere of courtesy, respect, and excellent service. The purpose of this policy is to assist the Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.
2. No person shall:
 - Violate any state, federal, or local law
 - Commit an assault, or an assault and battery, upon any person
 - Engage in a fight
 - Commit the offense of larceny by taking any property not his/her own
 - Knowingly destroy, damage, deface, improperly use, or remove any property not his/her own
 - Engage in any indecent or obscene conduct or make any indecent exposure of his/her person
 - Possess, use, be under the influence, give away, or sell any illegal drugs or controlled substance
 - Possess alcohol or be in a state of intoxication in a manner that causes a public disturbance
 - Use obscene or threatening language
 - Stare, photograph, follow, stalk, harass, or threaten library users or staff while in the library or on Library property so that it interferes with a patron's use of the Library or the ability of any staff person doing his/her job
 - Eat in public areas of the building. An exception may be made for special events with the approval of library administration or in meeting rooms in accordance with meeting room policy.
 - Consume beverages in the Youth Department

- Consume beverages in open containers in other areas of the building; beverages in lidded containers are permissible
- Panhandle or solicit library staff or patrons for money, products, or services inside the Library or on Library property. With advance approval of Library Director, the sale of products or services may be permitted inside or on Library property. This includes, but is not limited to, books, CDs, and other items by authors, artists, or speakers participating in library programming or exhibits.
- Smoke including battery-powered E-cigarettes anywhere inside the Library or on Library property.
- Create a public nuisance by using recreational equipment, such as roller blades, skates, or skateboards, inside the Library or on Library property
- Run or jump in the library
- Engage in loud, boisterous or any kind of conduct (e.g., use of cell phones) that could reasonably be considered to disturb or interfere with the rights of other patrons and staff
- Remain in the building after regular closing hours
- Leave young children unattended in the Library or on Library property
- Enter or remain in the Library without wearing a shirt or shoes
- Bring weapons of any kind into the Library or on Library property, unless the patron has a lawful permit
- Enter or remain in the Library with any animal who is not an official assist animal
- Maintain offensive body odor due to poor personal hygiene, overpowering perfume, or cologne that causes a nuisance
- Interfere with the staff's performance of duties in the Library or on Library property. This included engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
- Misuse restrooms, including laundering, shaving , hair cutting or trimming, bathing, or sexual activity
- Campaign, petition, interview, or survey inside the Library or on Library property. Persons may conduct such activities on the public sidewalks surrounding the Library property.
- Use the meeting rooms in any manner that Violates Policy #511, Use of the Meeting Rooms or the *Use of Meeting Room Guidelines*

3. Incident Reports: Library staff members shall prepare a written incident report concerning any potential problem or event that might require follow-up action by the Director or Board of Trustees. This includes any violation of the Code of Behavior that might result in the suspension of library privileges. Incident reports should be completed by the end of the day on which the incident occurred, and placed on the Library Director's desk for review. The report should include a physical description in addition to the name of the patron and all possible

contact information. If suspension of privileges occurs, a written copy of that determination will be attached to the incident report. All incident reports are filed and are available for board review.

4. Possible violations of any state, federal, or local law

a. Initial violation: The police will be called immediately. If the conduct constitutes violation of state, federal or local law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate suspension of library privileges for a minimum of two weeks or longer. All staff members will be notified, and a written incident report shall be made available at Board meetings and kept on file.

b. Subsequent violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee may further limit or revoke the patron's library privileges. All staff members will be notified, and documentation shall be made available at Board meetings and kept on file.

5. Violations of the Code of Behavior

a. Initial violation: Library users violating the Code of Behavior, but not necessarily violating the law, will be asked to cease the violation with a verbal warning. If the patron does not comply with the request, he/she will be asked to leave the building for the day. If he/she refuses, police may be called.

b. Subsequent violations: The Director or the Director's authorized designee may further limit or revoke the patron's library privileges if infractions continue. Such limitations or revocation shall be in writing specifying the nature of the violation. Additional violations shall result in additional suspensions of increasing length. All documents shall be kept on file.

6. Right of appeal

Any person whose library privileges have been suspended or revoked may appeal the Library Director's decision by sending a written appeal to the President of the Library Board of Trustees within ten (10) business days.

The decision of the Library Board of Trustees is final.

POLICY APPROVED _____

Effective _____

PRESIDENT _____