

CONDUCT IN LIBRARY POLICY

Purpose:

It is the policy of the Colfax Public Library to 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.

Behavior Not Allowed in the Library:

- Any behavior that endangers the safety or health of others
- Bullying or the harassment of another library customer
- Violation of any local, state, or federal law
- Vandalism or deliberate destruction of library properties
- Theft of library materials or the personal property of other patrons or staff members
- Deliberate disruption of library procedures (including the work of the staff)
- Use of abusive language
- Loud talking or laughing that disturbs or could disturb other patrons
- Sleeping as well as smoking, eating or drinking in areas not designated for these activities
- Impeding passageways through physical presence or with personal property. Leaving personal property unattended could result in those items being removed by staff.
- Inappropriate dress (shirts and shoes must be worn at all times)
- entry into PERSONNEL ONLY areas
- Use of cell phones that is disruptive to other patrons. Using audible devices without headphones or using headphones set at a volume that disturbs others. Using any communication device in a manner that disturbs others.
- Possessing, consuming, selling or being under the influence of alcohol or illegal drugs, the use of tobacco or vaping.
- Possessing firearms, concealed or openly visible, on library premises with the exception of those carried by authorized law enforcement agents.
- Trespassing or entering the library property when banned.
- Use of the meeting room before checking with staff on duty for availability first.

Consequences:

In most cases, patrons who are behaving inappropriately in the library will be given one warning by the library supervisor of the day and asked to behave in an appropriate manner. Patrons who refuse to behave more appropriately after one warning will be asked to leave the library. Serious violations, which include behaviors that are absolutely unacceptable, do not require a warning, but can result in the loss of library privileges for as long as the director deems necessary.

In the cases in which a patron poses a clear danger to her/himself or others, deliberately violates the law, or refuses to leave the library after being asked to leave by the supervisor of the day, the police will be called to handle the situation.

SUSPENSION OF PRIVILEGES:

Failure to comply with Colfax Public Library policies may result in the suspension of privileges. If privileges are suspended the individual will be informed in writing and if a minor, a parent will be informed in writing. A multi-step disciplinary process will be followed.

Suspension of library privileges including exclusion from the library property will be on the following schedule:

First violation- warning

Second violation- one day suspension

Third violation- one week to one year suspension based on the severity of the violation. At this time the individual (and parent if a minor) will be informed in writing.

Fourth and subsequent violation- one year suspension with notification in writing.

If a patron is suspended from the library property they may have an alternate person come in to check out materials for them. The director needs to be notified if this is to happen.

APPEAL OF SUSPENSION OF PRIVILEGES:

A request for Appeal of Suspension must be submitted to the library director within seven days of the suspended individual being informed of the suspension.

The Library's Board of Trustees will review the appeal request at a public meeting of the Board, usually at the next regularly scheduled meeting. The suspension is in effect during the appeal process.

The person appealing must attend the meeting along with a parent if he/she is a minor. Failure to do so represents default and the appeal will be withdrawn.

The meeting will be conducted in a manner to be determined by the President of the Board of Trustees.

The board's decision is final and not subject to appeal.

Revised August 7, 2013

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