Conduct Policy

Purpose

The Sioux Center Public Library serves a diverse community and strives to do so with tolerance, fairness and respect. The library is not responsible for the actions of patrons or safety of children. To ensure that library facilities are safe, welcoming, and provide equitable access to materials and services for all library users, the following rules have been approved by the library board and are expected to be followed at all times.

Patron Responsibilities

Each patron has a personal responsibility to ensure that Sioux Center Public Library is a welcoming public library environment for all.

Conduct which disturbs or interferes with the legitimate use of the library is prohibited, including but not restricted to the following:

1. Willfully annoying, harassing, or threatening another person.
2. Behaving in a disorderly, loud, or boisterous manner as defined by staff.
3. Violating any local, state, or federal law.
4. Vandalizing or deliberately destroying library properties.
   Note: Patrons will be financially responsible for any destruction of library property.
5. Using skates, rollerblades, or a skateboards in the library or entrance.
6. Willfully exposing patrons and staff to offensive images or language.
7. Eating or drinking in areas not designated for food or drink.
8. Dressing inappropriately such as bare feet, no shirt, or other clothing deemed offensive by staff.
9. Having bodily hygiene so offensive that it constitutes a nuisance.
10. Engaging in loud or lengthy conversations with use of the library's public phone or patron's personal cell phone.
11. Listening to audio on computer or personal device without earphones at an unreasonable level.
12. Removing library materials from the building without checking them out which is prohibited and unlawful.

13. Theft of personal property of patrons and staff.
14. Maliciously accessing, altering, deleting, damaging, or destroying any computers, peripherals, computer systems, networks, computer programs, iPads, search stations, or data.
15. Using alcohol, tobacco, nicotine, e-cigarettes, or controlled substances on library property.
16. Bringing unauthorized animals into the Library except as required by persons with disabilities.
17. Sleeping for prolonged periods of time.
18. Refusing to leave library after designated closing time.
19. Using the library parking lot in an unauthorized, improper or unsafe way.
20. Leaving personal property unattended. The library assumes no responsibility for personal property left in the building.
21. Parking in the library's parking lot overnight.
22. Any act, behavior or failure to act or behave in a way which interferes with the safety and health of the public or staff members.
23. Unattended children will be dealt with according to our Unattended Children and Vulnerable Adults policy. This also applies to unattended children using the STEM room.

Staff Responsibilities

Staff play an important role to ensure that Sioux Center Public Library is a welcoming public library environment for all.

Staff are not expected to:

1. "Entertain" a child or adult – they will provide the basic/needed help to fulfill a request.
2. Administer any healthcare beyond giving a Kleenex, bandaid, or ice cubes.

Staff are expected to enforce and follow the guidelines of this policy. Procedures may take the form of any of the following actions, depending on the severity of the misconduct as determined by the staff on duty at the time.

- The problem will be resolved at the most immediate level, that is, the staff person observing the behavior will attempt to correct it.
- In most cases, persons who are behaving inappropriately in the library will be given one warning and asked to behave in an appropriate manner. People who do not modify their behavior after one warning will be asked to leave the library for the rest of the day. An incident report will be filled out by staff.

- In the event of misconduct that is considered extreme by the library staff, the offender will be ordered to leave the building immediately, parents will be contacted, or the police will be called. An incident report will be filled out by staff.
- Persons who behave inappropriately on a regular basis or who engage in unlawful activities while on library property may have all or part of their library privileges revoked. They also risk being barred from the library for a period of time, as well as face the possibility of legal charges.

Incident Report

Date: _____ Time: _____

Subject: _____

Location: _____

Persons involved: _____

Details: _____

Staff Signature: _____

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