

SUBJECT: BEHAVIOR POLICY

1. **PURPOSE:** The Readlyn Community Library Seeks to provide a safe, comfortable environment that is conducive to the use of library materials and services by individuals or groups.
2. **SCOPE:** Library patrons are expected to be engaged in the productive use of the library's resources. This includes reading, studying, researching, attending programs, and utilizing library materials and resources.
3. **GENERAL:** No person shall engage in any unreasonable conduct which disturbs or interferes with the legitimate use of the library.
4. **RESPONSIBILITIES:**
 - a. Library Board of Trustees will:
 - i. Develop and approve the library's Behavior Policy
 - b. Library Director will:
 - i. Ensure all staff, volunteers, and patrons are informed of Behavior Policy and/or Procedures
 - ii. Discuss policy purpose and intent with patrons as necessary
 - c. Library Staff will:
 - i. Know, understand, adhere to, and enforce the library's Behavior Policy
 - ii. Alert the Director to any concerns regarding Behavior Policy or Procedures
5. **EXPECTATIONS OF LIBRARY USERS:**
 - a. Library Users are Asked to:
 - i. Adhere to library polices
 - ii. Treat staff and other patrons with courtesy and respect
 - iii. Respect the privacy of others
 - iv. Keep food and drinks in designated areas
 - v. Wear shoes in the library at all times
6. **PROHIBITED BEHAVIORS**
 - a. Any behavior that endangers the health or safety of others or violates any local, state, or federal law
 - b. Interfere with another person's passage into or within the library or on library grounds

- c. Interfere with another person's use of library materials, equipment, services, or resources
- d. Willfully annoy, harass, or threaten another person
- e. Deface or destroy library or personal property
- f. Relocate or rearrange furniture, beyond repositioning seats around tables
- g. Behave in a disorderly, loud, or boisterous manner
- h. Sleep or exhibit the appearance of sleep
- i. Possession/carry of any weapon, when possession/carry is prohibited by Iowa Code, Chapters 724 and 2020, Section 702.7.
- j. Consumption, use, or possession of alcohol or controlled substances anywhere on library grounds or act in a manner that causes a disturbance while under their influence
- k. Smoking or the use of electronic cigarettes, vape pens, or similar devices within the library and while on library grounds in accordance with Iowa Code, Chapter 142D
- l. Solicit, campaign, petition, interview, or survey patrons or staff
- m. Willfully expose patrons or staff to offensive images or language
- n. Wear of clothing that:
 - i. Has offensive and/or derogatory terminology or graphics
 - ii. Is excessively dirty
 - iii. Is provocative, inappropriately revealing, or see-through. Swimwear is not acceptable and should be covered. Wet swimwear is prohibited.
- o. Use of sports equipment, skates, or skateboard in the library
- p. Engage in sexual activity of any kind, including inappropriate displays of affection
- q. Leave packages, backpacks, or personal belongings unattended (the library assumes no responsibility for belongings left unattended)
- r. Any behavior deemed unreasonable by the library Director or staff

7. POLICY VIOLATIONS

- a. Violations of policy will result in progressive levels of action. The level of action will be determined by the nature of the infraction/behavior at the discretion of library staff. Actions may include:
 - i. Warning: In most cases, patrons who are violating this or any library policy will be given one warning and asked to behave in a reasonable manner
 - ii. Expulsion: Should a patron refuse to follow library guidance or behave in a reasonable manner they will be asked to leave.
 - 1. First Expulsion: Patron will be banned for the remainder of the day
 - 2. Second Expulsion: Patron will receive a one-week suspension

3. Any Further Expulsions: Patron will not be allowed back into the library until given approval from the library board who will consider the matter at the next regularly scheduled board meeting
- iii. Law Enforcement: Library staff may contact the police anytime they feel the situation is unsafe or when a patron:
 1. Poses a reasonably perceived threat to themselves or to others
 2. Is violating local, state, or federal law
 3. Refuses to leave the library