

PATRON CONDUCT

Policy Statement: The Burt Public Library Board believes that clearly written policies allow patrons and staff to know the behaviors that are expected and appropriate in our institution.

Philosophy: People who work in and use the library have the right to facilities that are safe, comfortable, and pleasant to use. Policies that expect courteous behavior and responsible actions from all patrons, regardless of age, will be enforced.

A. Library Behavior

1. Tobacco use and smoking is not permitted in any area of the library.
2. Patrons are expected to wear appropriate clothing which includes wearing shirt, pants, and shoes while in the library.
3. Patrons shall be engaged in normal activities associated with the use of the library while in the building.
4. Disruptive or unsafe behavior such as foul language, loud talking, loud audio equipment (with or without headphones), loud cell phone use, screaming, running, throwing things, pushing and shoving which may result in disturbing other patrons or damaging library property is not allowed.
5. The Library Director reserves the right to authorize an exception to the above rules for program purposes. No exception, however, will be made regarding the use of tobacco, or smoking.

B. Extreme Misconduct - Subject to Severe and Immediate Action

1. Engaging in inappropriate conversation or behavior, sexual harassment, or physical and/or verbal assault.
2. Remaining in the building after closing.
3. Defacing, destroying, or stealing library property. (Refer to Iowa Code 714.5, and 808.12)
4. Consuming, selling, or giving of alcohol and/or controlled substances.
5. Gambling
6. Possessing any kind of weapon on library property.

ADULTS

Adult patrons who have caused repeated disruption in the library will be warned that their library privileges will be revoked and they will be not be allowed to enter the building if the behavior continues. If these patrons continue to cause disturbances, they will be barred from the library for one month. If, when their library privileges are reinstated, the disturbances continue, the library will take legal actions to bar the individual from library property for at least one year. Library staff has the authority to exclude any disruptive patron and may summon the police.

MINORS

Parents are responsible for their children's behavior while on library property. The library staff will give one verbal warning, after which, if the disruptive behavior continues, the child will be asked to leave the library for the rest of the day or a time to be determined by the employee. If the parents wish to discuss the offending child's behavior they shall request and receive placement on the agenda for the next meeting and will discuss the issue with the library board, the library director, and the employee if other than the director.

EXTREME MISCONDUCT CONSEQUENCES

Any patron engaging in any of the aforementioned extreme misconduct is subject to legal actions on the part of the library. This will include law enforcement intervention, and immediate suspension of all library privileges.

C. Unattended Children

1. The well-being of children left alone in a public building is a serious concern. Although staff members attempt to ensure the safety of children in the library, their duties as providers of library services prevent them from supervising each child. Library staff will not provide childcare.
2. Parents or caregivers may not leave children under the age of 7 years old unattended in the library. A caregiver is defined as a parent, another adult, or an adolescent 14 years of age and older. Children of all ages must comply with the library behavior policy.
3. During library programming it is recommended that the caregiver remain on library premises.
4. If a child has special challenges related to physical or mental ability, inconsistent behavior patterns, emotional problems, lack of adequate attentions span, or incompetent social skills that prevent proper interaction with others that child must be supervised at all times no matter what their age.
5. The Burt Public Library assumes no responsibility for children left unattended on library premises. If there is a problem or concern in this area the library staff will attempt to contact the parents. If they are not readily available, staff will contact the sheriff department.

D. Patron Use of Library Supplies

The Burt Public Library supplies scratch paper, recycled from other uses and pencils or pens for use at the library, as well as a calculator, and ruler.

Other office supplies purchased with library budget funds are for use by the library staff for the completion of their work.

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