

**Dayton Public Library**  
**Conduct Policy**

Adopted: 2004  
Reviewed: 2/2007, 2/2012  
Amended: 3/2015

The Dayton Public Library strives to provide a safe, comfortable, and pleasant environment for all who enter. Patrons are encouraged to ask questions and seek help from the employees, and enjoy their time in the library. Library patrons have the right to use the library undisturbed and library employees have the right to work without undue interference. All library users and staff should be free of any threat of harm, invasion of property, or offensive indignity.

The underlying premise of a conduct policy is to ensure widespread and consistent use of good manners in order for the library to be equally accessible and welcoming to all visitors. Proper manners or conduct is demonstrated through respect and consideration of others.

Per merriam-webster.com, *Respect* (noun and verb):

: to act in a way which shows that you are aware of (someone's rights, wishes, etc.)

: to treat or deal with (something that is good or valuable) in a proper way

Per merriam-webster.com, *Considerate* (adj.):

: thinking about the rights and feelings of other people

: showing kindness toward other people

Per merriam-webster.com, *Consideration* (noun):

: a desire to avoid doing something that will make another person sad, upset, angry, etc.

No person shall engage in any conduct that disturbs or interferes with the legitimate peaceful use of the library, including but not limited to the following:

- Behavior that endangers the safety or health of others
- Behavior that is illegal
- Vandalism or deliberate destruction of library or others' properties
- Violation of the library's Anti-Bullying Policy, Computer/Internet Use Policy, or any library policy
- Behavior that is disorderly or disruptive to the library environment, including being loud, running, rough-housing, harassing others in any way
- Behavior that is abusive or threatening to staff or patrons
- Any other behavior on the grounds or in the building of the library that is deemed inappropriate by the library Director or staff, or is a violation of policies, code, or law.

Behaviors that are not tolerated include, but are not limited to the following:

- Smoking, or consumption/possession of alcoholic beverages or other controlled substances (in the building or on the grounds)
- Eating or drinking by the computers
- Offensive language or images
- Inappropriate dress (shirt and shoes are required)

- Defacing or destroying or theft of property
- Sleeping in the library
- Loud audio equipment/cell phones
- Inappropriate or repetitive entry into “staff only” areas

Enforcement of these rules rests with the staff member on duty when the incident occurs, and may take the form of any of the following actions, depending on the severity of misconduct. The library may choose to implement any of the consequences listed, which may include added conditions for use of the library, depending on how serious or chronic the violation(s) is(are).

1. Patrons who are disruptive may receive one to three warnings before being asked to leave the library for the day.
2. When a patron poses a clear danger to him/herself or others, deliberately violates the law, or refuses to leave the library after being asked, the police will be called.
3. Patrons habitually causing disruptions on repeated visits will be asked to leave the library for a length of time to be determined by the Director.
4. Patrons who engage in repeated disruptive behaviors that interfere with others’ peaceful use of the library, or employees’ ability to conduct their work, or who engage in behaviors in violation of library policies, the city code, or local, state, or federal law, may be asked to leave the library for a length of time to be determined by the Director.
5. Conditions may be placed on a patron’s future use of the library, and may include sending a designated surrogate to the library with the patron’s library card and a list of materials for checkout; or in the case of juvenile, the patron may be allowed to use the library while a supervising adult/guardian accompanies that child.
6. An appeal of the Director’s decision may be made to the library’s Board of Trustees in writing.

**Dayton Public Library**  
**Unattended Child Policy**

Adopted: 10/1986  
Reviewed: 4/2007, 2/2012  
Amended: 3/2015

The library board and staff are concerned for the safety and welfare of juveniles who use the library unattended by a parent or guardian. The library also has an interest in maintaining an environment free from disruptive behavior by unattended juveniles.

All children five (5) and under must be attended and supervised by an adult or designated caretaker.

Older children may use the library unattended subject to their behavior, conduct, and demeanor.

The Dayton Public Library assumes no responsibility for the children left unattended on library premises. Library staff will only intervene when juveniles are left unattended and witness concerns with safety, disruptive behavior, or well-being.

**Dayton Public Library**  
**Anti-Bullying Policy**

Adopted: 6/2013  
Reviewed: 3/2015  
Amended:

The Board and staff of the library recognize that a library that is physically and emotionally safe and secure for all patrons promotes good citizenship and community values, increases library usage and engagement by patrons, and supports the library's mission of lifelong learning.

Dayton Public Library has adopted a zero tolerance policy on bullying or harassment. This includes bullying of any type, including, but not limited to the following:

- Physical: hitting, tripping, holding door closed, gestures
- Verbal: name calling, belittling, humiliating
- Non-verbal communication: written or graphic perceived as hurtful, etc. (see last bullet below)
- Social: exclusion, singling out for ridicule, coercion/peer pressure
- Cyberbullying through use of Internet or electronic devices of any kind
- Behavior that is reasonably perceived as being hurtful, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear or emotional distress