

Kinchafoonee Regional Library

Library Behavior Policy

Adopted July 29, 2003

Amended October 28, 2003

Amended July 28, 2009

Amended April 24, 2018

Introduction

The establishment of a set of guidelines for behavior in the library building is necessary to insure the existence of a safe and comfortable environment that promotes the use of the library's resources and at the same time protects the public, the staff, the materials, and the equipment.

Guidelines

In order to allow each patron of the Kinchafoonee Regional Library to use its facilities to the fullest extent, the Library Board of Trustees has adopted the following rules and regulations regarding patron behavior:

Patrons will:

1. Engage in activities associated with the use of a public library which include: reading, studying, attending library programs, or using library materials and/or computers.
2. Respect the rights of other patrons. Patrons shall not harass or annoy others through noisy or boisterous activities such as: running in the building, singing, rearranging library furniture, playing audio equipment so that others can hear it, or behaving in a manner which reasonably can be expected to disturb others. Patrons shall not interfere with the use of the library or other patrons, nor shall they interfere with library employees' performance of their duties.
3. Respect the library property and treat the materials, equipment, furnishings, building, and grounds with care.
4. Report criminal conduct or vandalism of any kind to staff immediately so the police can be called.
5. Accompany children 8 years old and younger. At the discretion of a parent, a child aged 9 or older may be left unattended for the period of time needed to select materials, complete a homework assignment, or attend a program. See Children in the Library policy for details.
6. Be permitted to use the library telephone to make personal calls in times of urgent need. With staff permission, children may call home to arrange for pick-up from the library.

Patrons will not:

1. Bring food or beverages into the building, exception being food served in meeting rooms.
2. Use alcohol, tobacco products, or drugs in the library.
3. Use cell phones irresponsibly in the library. Cell phones are a common and widely used appliance in today's society. Their use in the library is acceptable under the following conditions. Cell phones should be turned off or use a "silent ring" in the library. If a call comes in, the patron should answer the phone and go to the lobby before continuing the conversation. Outgoing calls should be made in the lobby so as not to disturb others.
4. Be permitted to enter the building without shirt or shoes. Patrons whose hygiene is offensive so as to constitute a nuisance to other patrons may be asked to leave.
5. Bring sports equipment, skates, rollerblades and bicycles inside the library. Bicycles are to be stored in the bicycle rack while owners are using library facilities. Bicycles shall not be left on the porch or sidewalk because they could make the entrance inaccessible or dangerous for other patrons.
6. Bring pets or animals into the library, other than animals aiding the disabled.

Consequences

Enforcement of the library's behavior policy may take the form of any of the following actions, depending on the severity of the misconduct, which will be determined by staff:

1. In most cases, patrons who are behaving inappropriately will be given one warning and asked to behave in an appropriate manner. Staff will politely and firmly point out observed behavior, explain the policy and ask the offender to stop.

If the disruptive patron is a child who comes to the library with an adult but NOT effectively supervised, staff will politely, but firmly tell the adult that disruptive behavior must stop or they will not be permitted to use the library. If disruptive behavior continues staff may require the adult to remove child from the library.
2. Patrons who continue to engage in disruptive behavior and disregard a request by staff to change their behavior will be asked to leave the library premises for the rest of the day. If the person challenges the request to leave, staff may call the police for assistance to remove the person from the library.
3. Patrons who continue to engage in disruptive behavior on more than one instance will be warned by the Librarian/Branch Manager that they shall be banned from the library for one month. If the patron is 17 years old or younger, a written notice will be sent to the parents. If the patron returns to the library during the ban period, staff may call the police for assistance to remove the patron from the library.

4. The police will be called when illegal activities (i.e., indecent exposure, theft, or destruction of library property) are committed by an individual. This patron may be banned for a determined amount of time no less than 2 weeks and no more than 1 year. If the patron is 17 years old or younger, a written notice will be sent to the parents. If the ban is for one year, the patron will be reviewed at the end of the year. The ban may be extended past the first year, but must be reviewed at least annually. After the period of being banned has expired, the patron may return to the library building.