

# **Carnegie-Evans Public Library**

**203 Benton Ave.**

**Albia, Iowa 52531**

**<https://www.albia.lib.ia.us>**

***1(641)932-2469***

## **CONDUCT POLICY**

The Carnegie-Evans Public Library is committed to providing a safe, comfortable environment that is open to members of the community to use and enjoy the resources, services and facilities. Behavior and/or conduct that threatens the rights and safety of library patrons or library staff and/or the integrity of library property or facilities will not be tolerated.

The Carnegie-Evans Library Board of Trustees has established certain standards of acceptable behavior on library property in order to maintain an atmosphere that promotes the use and enjoyment of the resources, services and facilities of the library, promotes the safety of the general public and the library staff, and protects the building, furniture, equipment, and materials of the library.

Any activity that interferes with the rights of other patrons to use the library, disrupts the normal functioning of the library, could result in physical, emotional or mental injury to oneself or others, or could result in damage to the facilities, equipment, or materials is considered disruptive and unacceptable behavior.

The library reserves the right to require anyone who engages in disruptive behavior to leave the premises, the right to restrict privileges for a specified period of time, and the right to ban the individual from the library for a specified period of time or permanently. In most cases, a staff member will notify the individual that he or she is in violation of the standards of conduct and will provide one verbal warning. Unlawful activities will be reported immediately to the police.

**Child Safety:** The safety and welfare of children is of paramount importance at the Carnegie-Evans Library. Parents, legal guardians and caregivers are responsible for advising minor children of the conduct expectations and other policies of the library. The library does not have the requisite staff, and staff do not have the requisite training or certification to act as child care providers or caregivers. Parents, legal guardians and caregivers are responsible for monitoring the conduct of minor children at all times that they are utilizing the library resources, services and facilities. Library staff is not responsible for minor children interacting with or leaving the library with individuals that are not appropriate caregivers and/or any consequences resulting from parents, legal guardians and/or caregivers forfeiting their responsibilities. Parents or legal guardians are responsible for any damages to library property caused, in whole or in part, by their children, regardless of the child's age.

**Unattended Children:** Parents or legal guardians are responsible for determining if a minor child is responsible enough to enter the library unattended. However, library staff may be required to make an attempt to contact parents, or other legal authorities in the following circumstances:

1. If staff are concerned for the safety of any unattended minor under the age of 10 years;
2. If a minor of any age is demonstrating conduct that indicates lack of responsibility and/or generates concern for that minor's safety;
3. If an unattended minor is at the library at time of closing and cannot or does not want to leave the premises;
4. If a minor is violating the policies of the library.

Date of approval and adoption by Library Board of Trustees: **June 14, 2022**

**Policy No. 2022007**

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Disruptive Behavior includes but is not limited to the following:

**Misrepresentation of Identity:** Individuals providing false identification of themselves.

**Loud Talking or Laughing:** Sensitivity to noise varies from one person or group to another; however, if one person or group is heard above the general noise level in the library at a particular time, this person or group will be requested to lower their voices.

**Fighting:** Includes any type of fighting, whether real or pretend.

**Throwing Objects:** Includes wadded up papers, paper airplanes, other small objects, and larger objects that could cause injury.

**Boisterous Behavior:** Includes running, horseplay, playing on the elevator or stairs, and annoying other patrons.

**Cell Phones:** Use of cell phones by patrons is restricted to outdoors or private areas. Ringers and notifications should be silenced within the library and ear buds utilized to minimize sound while using your phone for streaming or gaming.

**Telephones:** Patrons must ask permission to use library telephones, and calls are limited to emergencies and requests for transportation. A patron will be allowed 2 minutes at a time on the library phones, with a limit of 6 minutes during one day. Library Staff will assist patrons in dialing.

**Abusive or Obscene Language or Gestures:** Includes language or gestures that convey a sexually explicit message or are conveyed in a coarse or crude manner and any language that verbally abuses another individual.

**Solicitation:** Includes selling anything for personal gain, begging, panhandling or circulating petitions among other patrons and staff members. Printed materials, literature or other items may be posted in the library only after approval by the library staff.

**Eating and Drinking:** Food and drink may only be consumed in the library in a reasonable manner that is not likely to damage library resources and/or the library facility. Patrons are responsible for any damage to library resources and/or facilities as a result of consuming food or drink in the library.

**Smoking:** The use of any tobacco product inside or on library grounds is prohibited (Iowa Code Chapter 142D).

**Sleeping:** Pertains to habitual sleeping or those who are noisy, sprawled on furniture, or generally disturbing other patrons.

**Loitering:** Defined as a person who wanders around the library without apparent legitimate reason and disturbs other patrons.

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**Animals:** Animals of any kind are prohibited unless serving as a service animal for the blind, hearing impaired, or disabled, or serving as part of a library-sponsored program.

**Improper Attire:** Patrons must wear shoes and shirt or adequate coverage in the library building.

**Abuse of Library Equipment, Furniture, and Materials:** Includes but is not limited to placing feet on tables and chairs, standing on furniture, mutilating or defacing books, periodicals or furniture, and mistreating library materials, equipment or computers. For more information on computer abuse, see the library's **Computer and Internet Policy**.

**Staff Only Areas:** Patrons can enter only by permission by Library staff.

**Bikes, Rollerblades, Skateboard, Scooters:** Must not be ridden anywhere in the library and must be parked in designated areas.

**Blocking Aisles or Doorways:** Includes obstructing aisles or doorways or in any way interfering with the free movement of other patrons.

**Removing Library Materials or Equipment:** Staff members and patrons must check out all circulating materials and equipment at the circulation desk before they can be removed from Library property. (Iowa Code § 714.5)

**Playing Music:** Includes playing music or other media at a level that is disruptive to other patrons.

**Excessive Displays of Affection:** Includes any sexual conduct or physical contact deemed inappropriate for a public place.

**Hygiene:** A person may be required to leave the library if his/her personal hygiene interferes with the orderly operation of the library or with the ability of other patrons or staff members to use and enjoy the facility. A person whose body odor is so malodorous as to cause other people to complain will be asked to leave the library immediately.

**Misuse of Restrooms:** Only one individual will be allowed in the restroom at a time unless assistance is required based on minor status or medical need. Restrooms cannot be used for bathing, shaving or washing clothes. Patrons shall not use the facility restrooms in an improper manner that may cause damage to the facility systems, such as flushing inappropriate material.

**Illegal Behavior:** Any staff member who witnesses illegal behavior will notify the librarian in charge who will call the police. Illegal behavior includes but is not limited to the following:

**Assault:** Intentionally or by reckless conduct causes injury to another person.

**Criminal Mischief:** Intentionally damages the property of another (includes vandalism and mutilating Library materials).

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**Drunk and/or Disorderly Conduct:** Causes public inconveniences by fighting, unreasonable noise, abusive or obscene language or gestures, threatening behavior, hazardous or physically offensive conditions.

**Harassment:** Threatens or annoys another person by physical contact or abusive or obscene language or follows a person in or about a public space.

**Public Lewdness:** Intentionally exposes the private parts of the body in a lewd manner in a public place.

**Theft/Larceny:** Wrongfully takes, obtains or withholds the property of another.

**Trespass:** Knowingly enters or remains unlawfully on the premises. Patrons cannot remain in the library building after closing. Any person asked to leave the library as a result of violating these guidelines and refuses to do so shall be considered to be trespassing and the police department will be called.

**Controlled Substances:** Includes using, selling or possessing controlled substances on library property, and entering Library Property while intoxicated or under the influence of illegal controlled substances. The use of alcohol is prohibited on library property unless specifically approved by the Board of Trustees for public events.

Library staff may choose to implement any of the disciplinary procedures that listed below for a patron who does not follow the above listed policies.

1. In the case of a minor disruption, the patron may receive two verbal warnings and then be asked to leave the library for the rest of the day.
2. If misconduct is deemed extreme and/or repetitive, a staff member may ask the offender to leave the building immediately or may call the police.
3. Patrons causing disruptions on repeated visits will be warned by staff that the behavior is in violation of library policies. The incidents will be recorded and reported to the Director. The Director has the discretion to ban individuals from the library that engage in repeated violations of library policies. If the individual(s)/patron(s) are cooperative in discussing the issue an appropriate time period for the ban will be established.

Any patron whose privileges have been denied by the library staff may appeal the decision, in writing, to the Carnegie-Evans Public Library Board of Trustees within thirty days of the decision.