

## **Library Conduct Policy**

### **Patron Responsibilities**

- Library patrons are expected to be engaged in the productive use of the library's resource and space. All library users, employees, and volunteers should be free of any threat of harm, invasion of property, or gross indignity.
- These guidelines are not to be considered a rigid policy, as each incident will have its own unique set of circumstances requiring judgment and flexibility.
- No person shall engage in any conduct which disturbs or interferes with others' use of the library, including but not restricted to the following:
  - Willfully annoying, harassing or threatening another person by staring, following, photographing, or stalking.
  - Interfering with staff members' or volunteers' performance of duties on library property. This includes: engaging in conversation or behavior that monopolizes the attention of a staff member or volunteer for an inappropriate period of time; making inappropriate personal comments, sexual advances, verbally or physically harassing; or refusing to comply with staff requests.
  - Behaving in a disorderly, loud or disruptive manner.
  - Interfering with another person's passage within the library or on library grounds.
  - Consuming, using or possessing alcoholic beverages or controlled substances on library grounds, or being under the influence of alcohol or controlled substances in a manner that causes public disturbance.
  - Defacing or destroying library property.
  - Interfering with patrons' use of the library through poor bodily hygiene which is so offensive as to constitute a nuisance.
  - Soliciting funds or panhandling.
  - Playing audio equipment at a volume level that is disturbing to other users or library staff.
  - Campaigning, petitioning, interviewing or surveying patrons, staff, or volunteers in a manner that is disruptive to library activities.
  - Willfully exposing patrons, staff, or volunteers to offensive images or language.
  - Engaging in lengthy conversations (including cell phone conversations).
  - Interfering with the maintenance of a clean, pleasant and safe library facility.

### **Child Safety**

- The safety and welfare of children at the Tipton Public Library is of utmost importance. Parents and caregivers are responsible for monitoring the activities and regulating the behavior of the children while the children are in the library. The Library Board and staff respect the rights and privacy of all library patrons. Library staff will intervene only when juveniles are left unattended or concerns regarding safety, disruptive behavior, or well-being occur.

### **Using the Library**

Children aged 8 and under must be accompanied and supervised at all times by a parent, caregiver or sibling (aged 12 or older). Children aged 9 and older may use the library independently for reading, research, etc. provided appropriate behavior is displayed and that child knows how to reach an adult in case of an emergency.

### **Attendance at Programs**

The library has the ability to suspend this policy for specific programs and outreach opportunities where library staff accepts a greater responsibility to monitor the safety and well-being of children. This action requires the approval of the Library Director or Assistant Director for these limited opportunities.

It is strongly recommended for all children to be picked up inside the building at the end of all programs.

### **General Information**

For children using the library independently, failure to exhibit proper library behavior will result in a warning from the staff member. Staff members will inform accompanying responsible person for those children aged 8 and under. Following the same guidelines used for adult patrons using the Library, if problems continue after the warning s/he will be asked to leave the Library.

The Tipton Public Library staff assumes no responsibility for children left unattended on Library premises. When the safety of any unattended child is in doubt, staff will contact the parents or caregivers. If they are not readily available, staff will contact the Tipton Police Department.