

## **Harrisburg Community Library**

### **Rules of Conduct Policy**

The library is intended to be clean, comfortable and safe places for selecting materials, reading, researching, studying, writing and attending library or community sponsored programs and meetings. To this end, the library is responsible for establishing rules of conduct to protect the rights and safety of library patrons, volunteers, and staff, and for protecting the library's materials, equipment, facilities, and grounds.

These rules are intended to ensure that all library users may enjoy good service in pleasant surroundings.

Enforcement of this policy will be conducted in a fair and reasonable manner. Library staff will intervene to stop prohibited activities or behaviors. Failure to comply with requests to modify behavior may result in exclusion from the library facility for the remainder of the day. Repeated or severe incidents may result in more extended loss of privileges or contacting law enforcement officers.

The following actions are examples of conduct not allowed on library premises:

- Failing to comply with a reasonable staff request.
- Engaging in any activity in violation of Federal, State, local or other applicable law or library policy.
- Carrying firearms or dangerous weapons (except for law enforcement officers).
- Being under the influence of alcohol or illegal drugs, or selling, using or possessing alcohol or illegal drugs.
- Verbally or physically threatening or abusive behavior, including stalking, offensive touching, or indecent exposure.
- Trespassing in non-public areas or being in the library without permission of an authorized library employee before or after library hours.
- Creating disruptive noises such as shouting, using profanity or obscenities, rudeness, screaming or banging on computer keyboards.
- Lying down or sleeping.
- Entering or being in the library with inadequate clothing or hygiene or being otherwise attired so as to be disruptive to the library environment.
- Blocking aisles, exits, or entrances.
- Fighting or challenging to fight, running, pushing, shoving or throwing things.

- Using audible devices without headphones. Using cell phones, pagers and other communication devices in a manner that disturbs others. Calls should be made/taken in the hallway or out of doors.
- Littering.
- Smoking or other tobacco use in the library.
- Bringing pets or animals other than service animals necessary for disabilities, into the library, except as authorized by appropriate library personnel.
- Any tampering with, theft of, or destruction of library property.

### Food and Beverages

Food and beverages in containers with lids are permitted in the library, except in any area that is posted as being prohibited.

### Children in the Library

Children using the library on their own must follow the Library Rules of Conduct. Children behaving inappropriately may be required to leave. Children must be able to self-manage while using the library.

For the safety and comfort of children, parents or responsible caregivers should be with their child/children while in the library. Parents are responsible for supervising their children in the library. The library is not a substitute for child care services.

When necessary, the library will contact law enforcement to assist a child in need of adult supervision.

### Library Children's Areas

Children's areas at the Harrisburg Community Library are intended for use by children, their parents or caregivers, and other adults accessing materials in the children's collection.

Children's areas may not be used by adults as a general reading room. Adults unaccompanied by children and not actively using children's library materials or resources may be asked to use other areas of the library.

## Discipline Policy

This discipline policy is to be used as a guideline. The Harrisburg Community Library reserves the right to use discretion in situations not clearly stated within this policy.

Library staff or their representatives have the right to enforce the Rules of Conduct using discipline procedures outlined below. Consequences range from a one day suspension to a permanent ban from the Harrisburg Community Library. The length of suspension is dependent on the severity of the violation or history of abuse.

In the case of a minor violation, the library user receives a verbal warning. If the behavior continues, the library user must leave the library for one day.

- Minor violations are:
  - Non-violent
  - Not related to illegal or controlled substances
  - Not harassing in nature

In the case of a major violation, the library user may receive only one warning or be ordered to leave the building immediately. Police may be called to assist when necessary.

- Major violations are:
  - Harm to self or others
  - Illegal activity
  - Harassing or threatening others

In the case of repeated or severe violations, the library user will be suspended from the library for an extended period of time. The extended period may be two weeks, one month, six months, one year, or a permanent ban.

Individual users have the right to request an administrative review of an exclusion order that is for a period greater than two weeks. An appeal to the Library Board must be in writing using the “Harrisburg Community Library Ban Appeal Form” available on the library website.

A decision will be made within ten (10) business days of receipt of the appeal. The appellant may attend at the Library Board’s Appeal Hearing, but attendance is not required. The Board’s written decision will be sent to the appellant no later than five (5) days after the decision is made. The ban remains in effect until the appeals decision is made.