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5.2 Conduct in the Library Policy

The policy of the Emmetsburg Public Library is to provide a safe, comfortable environment conducive to the use of library materials and facilities. The library is intended for the use of all members of the public. Patrons are expected to observe the rights of other patrons and staff members and to use the library for its intended purposes. Prohibited conduct will not be allowed in the library.

Definition:

Prohibited conduct is that which does any of the following:

1. Interferes with the rights of individuals to use the library materials and services.
2. Interferes with the ability of library staff to conduct library business.
3. Threatens the safe and comfortable environment of the library or those using the library.

Prohibited conduct may include, but is not limited to, any of the following:

1. Willfully annoying, harassing, or threatening another person. Harassment is defined as any action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule. Harassment can be characterized by requests for sexual contact, unwelcome physical advances, or conduct (verbal or physical) of a nature that is intimidating, demeaning, hostile, offensive, or potentially dangerous to self or others.

2. Any behavior that endangers or could endanger the safety or health of yourself or others. This includes the necessity of always wearing a shirt and shoes while in the library. Wearing roller skates inside the library is not allowed.

3. Behaving in a disorderly manner.

4. Exceeding acceptable noise levels.

5. Theft, vandalism, or the deliberate destruction of library materials, property, or the personal property of other patrons or staff members.

6. Maliciously accessing, altering, deleting, damaging, or destroying any computers, peripherals, computer systems, networks, computer programs, or data.

7. Inappropriate use of furniture and equipment.

8. Impeding access to the building or an area of the building, or blocking book stack aisles for extended periods of time.

9. Entering the non-public or locked areas, unless accompanied by a staff member, or through prior authorization from a staff member.
10. Leaving personal items in the building. The library assumes no responsibility for any personal belongings left unattended.
11. Picture taking or video taping of individuals unless authorized by the individuals involved or their parents if minors are present.
12. Bodily hygiene that is offensive so as to constitute a nuisance to other persons.
13. Petitioning or soliciting.
14. Bringing animals into the library, except those trained to assist individuals with disabilities.
15. Drinking alcohol or using drugs; public intoxication.
16. Smoking, chewing tobacco, or using snuff. Use of electronic cigarettes is not allowed.
17. Consuming food and drink is not permitted in the college computer lab. Beverages may be consumed while in the library provided they are contained in a covered container.
18. Littering.
19. Using the restroom facilities for bathing.
20. Violation of any municipal, state or federal law or code.

Consequences:

Enforcement of these rules may take the form of any of the following actions, depending upon the severity of the misconduct which will be determined by the staff on duty at the time:

1. The problem will be resolved at the most immediate level, that is, the staff person observing the behavior will attempt to correct it.
2. In most cases, patrons who are behaving inappropriately in the library will be given one warning and asked to behave in an appropriate manner.
3. Patrons who do not modify their behavior after one warning may be asked to leave the library for the rest of the day.
4. In the case of any misconduct that, in the judgment of a staff member, is extreme or threatening, the offender may be ordered to leave the building immediately, or the police may be called.
5. Patrons engaging in misconduct on more than one instance may be barred from the library for one month. Patrons may be barred from the library for one year if prohibited conduct continues when their library privileges are reinstated.
6. Exceptions to the above may be authorized by the library director and/or designee.

Adopted: March 7, 2000; Reviewed: January 2006, September 2016, July 2019; Amended: April 2011, December 2013, March 2022

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