

# Behavior Policy: Reinbeck Public Library

Purpose: The Reinbeck Library is intended to be a safe, comfortable place for public use. In order to meet this purpose, please observe the following rules:

1. Treat everyone with respect and consideration.
2. Treat library property and any personal property with respect.
3. Supervise children you bring into the library.
4. Respect privacy of others.
5. Only remove from the library items which have been checked out.

The following kinds of behavior are not tolerated:

Any behavior that is illegal

Behavior that endangers oneself or others

Disruptive behavior such as loud talking or running

Behavior that is abusive to another patron or staff member

Using abusive or profane language

Using restroom facilities for bathing

Leaving an individual who requires a caregiver unattended in the library

Use of sports equipment such as roller blades, skateboards, or scooters inside the library

Monopolizing library resources or staff time

Loitering on the premises after closing time

Staff members are to use their best judgment when enforcing this policy, with the goal to encourage appropriate behavior.

Response to any misconduct should be made as soon as possible after the incident occurs. Staff will discuss the inappropriate behavior with the patron, and, if necessary state the consequences of the behavior if it continues.

In cases where a juvenile refuses to behave appropriately, staff are authorized to contact the juvenile's parents or guardians. Parents or guardians of minors may be held responsible for damages to library materials or equipment by their children.

In cases where a patron regardless of age continues to behave in an inappropriate manner, staff are authorized to tell the patron to leave. If the patron refuses to leave or becomes aggressive, staff may contact local law enforcement and ask for the patron to be escorted from library premises.

Any incidents of policy violation must be documented by staff or director, with the date of the violation and a brief description of the incident. In cases where the policy violation involves a minor under the age of 17, the staff will give the child two warnings. If the behavior continues, the child's parent or guardian will be contacted, and a time period will be set during which the child will be banned from the library.

Adults may be banned from the library if they continue to engage in inappropriate behavior, after two warnings in which they have been asked to leave. A written appeal of the decision to ban may be made to the library board within 30 days of the notice.