

Behavior Guidelines Policy

Scope of Policy			
<i>Scope:</i>	Expected Behavior in the Library	<i>Effective Date:</i>	Revised 11/8/21

Provisions

The library welcomes all. To ensure our spaces and services can be utilized effectively, we require all users, staff and volunteers to respect each other, show kindness and empathy, and behave appropriately. Staff, volunteers and users have a shared responsibility for maintaining the desired environment. Unacceptable behavior detracts from the effectiveness of the library and will be addressed promptly.

Unacceptable behavior includes but is not limited to:

1. Behavior that endangers the safety or health of others or themselves, including leaving a child under the age of nine unattended in the library (refer to the Unattended Child Policy for details).
2. Violation of local, state, or federal law.
3. Vandalism or deliberate destruction of library material and/or property.
4. Theft of library materials or the personal property of other patrons or staff members.
5. Deliberate disruption of library procedures.
6. Abusive or inappropriate language. i.e. swearing, unprotected speech inciting violence or personal threats, and language that is loud enough to disrupt the use of the library by other patrons or staff.
7. Excessive loud talking, laughing, or screaming.
8. Panhandling in the building or on the grounds.
9. Bringing animals into the library, except service animals, unless authorized by the Director or designee.
10. Behavior violating the library's Internet Policy.
11. Harassment, intimidation, or discrimination against anyone.

All patrons are expected to wear shirts and shoes.

Food and beverages are allowed in library facilities. Patrons are expected to clean up after themselves.

Library facilities are smoke-free. Pursuant to the Iowa Smokefree Air Act and the City of Marion's Tobacco Free Policy, smoking of any kind, including electronic cigarettes, is not allowed in the buildings or on the library grounds. Use of chewing tobacco or snuff is not permitted.

The primary responsibility for enforcing this policy rests with the supervisor in charge of the library when the incident occurs. However, all staff members have responsibility for enforcing the policy.

In most cases, patrons who are behaving inappropriately in the library will be approached by library staff and asked to behave in an appropriate manner. Continued inappropriate behavior may result in loss of library privileges. Loss of privileges may be extended to other metro libraries, as all three libraries have agreed to support one another in these decisions. In cases where library privileges are withdrawn, a patron must meet with the library director or with a supervisor for reinstatement of privileges.

In cases where an illegal or potentially dangerous incident occurs, any staff member is authorized to call the police.

Refer to Meeting Rooms Policy, Section IV. No. 7 for information on selling items or services on premises.