

# Behavior Guidelines Policy



Scope of Policy			
<i>Scope:</i>	Expected Behavior in the Library	<i>Effective Date:</i>	Revised 11/18/24

## 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 as well as personal property of other users.
4. Theft of library materials or the personal property of other patrons, volunteers, or staff members.
5. Deliberate disruption of library procedures, or refusal to refrain from disruptive behavior once notified of the disruption.
6. Behavior that interferes with the ability of other patrons or the public to use the library facilities or obtain library services.
7. Engaging in unprotected speech such as obscenity, fighting words, or inciting violence or failing to respect any time, place, or manner restrictions the library has set for protected speech.
8. Excessive loud talking, laughing, or screaming.
9. Panhandling in the building or on the grounds.
10. Bringing animals into the library, except service animals, unless authorized by the Director or designee.
11. Behavior violating the library's Internet Policy.
12. Bullying, harassment, intimidation, or discrimination against anyone.
13. Unreasonable, unintended, or illegal use of the library facilities or property, including but not limited to the restrooms, study or meeting rooms, fireplaces, and/or other furniture or fixtures.
14. Failure to follow any of the other library rules, policies, or procedures.

Solicitation or selling of items and services is not allowed in public spaces (refer to the Library's Meeting Room Policy for information about selling items and services on library premises).

All patrons, including children, must wear shirts and shoes.

Beverages with a sealable lid are allowed in library facilities. Food is allowed only in designated areas. 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 vaping and electronic cigarettes, is not allowed in the building, on the outdoor reading terrace, or on the library grounds. Use of chewing tobacco or snuff is not permitted.

The primary responsibility for enforcing this policy rests with the employee 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

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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 manager for reinstatement of privileges.

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