

Belle Plaine Public Library

Code of Conduct Policy

Updated Fall 2016/Board Approved September 27, 2016

The Belle Plaine Public Library has created this Code of Conduct to encourage behavior that supports the library's service of providing a safe, clean, organized and appropriate environment. These rules are in place to maintain the library's welcoming atmosphere, facilitate library usage to as many patrons as possible, preserve easy access to library materials and resources, and protect the library's property. Those willing to modify unacceptable behavior are always welcome to stay. However, those unable to comply will be asked to leave or have library privileges revoked. If necessary, the authorities will be called. Enforcement of these rules shall be carried out in a fair and thoughtful manner, which respects all members of the community.

A. Safe and Clean Environment

- Sidewalks and pathways must remain clear and obstacle free.
- Vehicles must be parked in authorized areas.
- Personal vehicles are not allowed in the library except when required by a person with disabilities.
- Only service animals are allowed in the library.
- Wearing or use of inline roller blades, skates, skate boards, or similar activity, is not allowed on the library premises.
- Alcohol, illegal drugs, and tobacco, including electronic smoking devices, are prohibited on library property. Additionally, patrons under the influence of drugs and alcohol are not allowed at the library.
- Appropriate attire is required to be worn at all times, such as shirt and shoes.
- Open flames are not allowed on the library property.
- Food is restricted inside of the library except when it is associated with a library sponsored program or permission is granted by a staff member.
- Beverage containers must have tops or lids, and liquids are not allowed to share a surface with library-owned technology.
- Patrons must clean up after themselves and dispose of trash in designated bins.
- Unreasonable use of the restrooms is prohibited. This includes bathing, shaving, and/or laundry.

B. Personal Behavior

- All behavior deemed illegal by state and federal law is prohibited on library grounds.
- Patrons must adhere to the designated open hours and exit the building at closing time.
- The library is not responsible for personal property.
- Personal possessions must not take up seating or space needed by others.
- Sleeping is prohibited.
- Using profane, obscene, or threatening language and/gestures is not permitted on library property.

- Offensive odors that impede the use of the library by other patrons are not allowed.
- Panhandling or soliciting is not permitted on library property.
- Patrons may not interfere with staff's performance of duties by engaging in extended conversation and/or making inappropriate personal remarks or sexual advances.
- Stalking behavior, including staring, following, or photographing, is not allowed.
- Creating disturbances through loud noises, yelling, rough housing, or running is not permitted. Inappropriate, offensive, unruly or aggressive behavior is also not permitted.
- The playing of audio so that others can hear is prohibited.
- Excessive public displays of affection are not allowed at the library.
- Talking on cell phones is limited within the library. Patrons should have their ring tones on low or vibrate and speak in hushed tones keeping their conversations brief; otherwise, exit the building.
- The library will not monitor an individual's computer use, but it is illegal for patrons to view, print, distribute, display, send or receive text or images that may be construed as obscene or child pornography per the Kansas Law K.S.A. 21-4301; 21-4301a, and 21-4301c.
- At the discretion of the staff, other activities not listed, but cause disruption to the normal activities of library patrons will be prohibited as well.

C. Bullying

- Any intentional display or threat of force that would cause a patron or employee to fear or expect harm is not allowed on the library property, including the library's online venues.
- Bullying, harassment, and intimidation, which ridicules and/or humiliates other patrons or staff members is prohibited on library property, including the library's online venues.
- Libeling, slandering, or maliciously offending other patrons or staff is not allowed.

D. Use and Preservation of Library Property

- Damaging, defacing, or stealing library property is against the law.
- Patrons must abide by the set limits on materials and technology.
- Employee computers and phones are not to be used without expressed permission by the staff.

E. Technology

- Patrons are not allowed to tamper, alter, or edit technology managed and/or by the library without expressed permission. This includes the library's website, social media accounts, public computers, and/or devices.
- The computer lab must be vacated 10 minutes prior to a posted, scheduled class.
- Computers located in the youth areas of the library are intended for child and teen use only.
- Patrons must respect all copyright laws and licenses to programs and data.
- Gaining unauthorized access to another person's files and/or accounts is not allowed.

- Patrons are not permitted to run programs of their own or download them from the Internet onto the library's computers or devices
- The library reserves the right to moderate, manage, and edit all content on the library's sites, including social media accounts and website, at their discretion.
- At the discretion of the library staff, an online user(s) may have access to the library's social media accounts restricted if a severe or frequent violation of the Code of Conduct occurs.

F. Safety of Youth

- Children under the age of five (5) must be attended by a parent or other responsible caregiver age fourteen (14) or older at all times while in the library.
- Children six (6) years and up should be attended up a parent or other responsible caregiver while at the library, unless attending an appropriately aged library program.
- Parents are responsible for monitoring their child's behavior and access of materials and resources at the library. With reasonable exceptions, children are expected to abide by the same rules that apply to adults in the library.
- Abandoning or leaving young children unattended is not permitted.
- Staff may restrict adult use of youth areas at their discretion.
- The library does not act in loco parentis (in place of parents) and library staff does not have the authority to take responsibility for your child.
- If an unattended child calls attention to him/herself in an inappropriate way, the library staff may reasonably attempt to locate the parent/caregiver and inform him/her of the policy. If the parent/caregiver cannot be located, the police department may be asked to intervene if needed.

G. Suspension of Library Privileges

Library staff may ask a patron to leave for the day if the situation warrants the request; however, long-term suspension must be approved by the Director. The staff member(s) handling the situation will be responsible for creating an incident report for the Director to review. The Director will then deem a set amount of time for the suspension, and send a letter citing the misconduct to the patron within ten days of the incident. The incident will also be reported to the Library's Trustees at the next board meeting.

If at any time the staff witnesses unlawful behavior, is unable to manage an unruly patron(s), or feels threatened or uncomfortable with a situation they are authorized to immediately contact the police.

H. Right for Appeal

Any patron who feels their library privileges have been revoked without due cause may submit a letter to the Board of Trustees. The Board will review the request at the next scheduled board meeting. Their decision will be final.

