

Latah County Library District
Administrative Policy
Approved November 2004
Revised April 2006, November 2008, March 2010
Policy reviewed annually

2.0 GENERAL POLICIES

2.4 Patron Conduct Code (Covers conduct on grounds and in library buildings.

In order that everyone who comes to our libraries may feel safe, comfortable, free to use the available resources, and have equal access to the facilities, equipment and collection, the following guidelines for personal conduct are outlined. Patrons are expected to be respectful of others by complying with these.

In particular, the following conduct is prohibited:

- 1) Discharge of any projectile on library property.
- 2) Theft, destruction or injury to library equipment or property; or, using library equipment in a manner other than that intended by the manufacturer or Library District.
- 3) Engaging in behavior which is disruptive or potentially harmful to other patrons or staff including but not limited to: verbally intimidating or threatening staff or other patrons; verbally or physically harassing staff or other patrons by following, staring at, or photographing them; making unreasonable noise; or engaging in loud or boisterous behavior or talking.
- 4) Bringing an animal to the Library other than a service animal, or leaving an animal unattended on library property.
- 5) Using cellular telephones, radios or other sound-producing devices in a manner capable of being heard by staff or patrons, other than those needed to accommodate a disability (applies only in the library building).
- 6) Soliciting or selling items without permission.
- 7) Loitering, sleeping, or lying down.
- 8) Intentional misuse of any library computer (as defined in the Internet Use Policy), or of library copiers, phones, or other equipment.
- 9) Running in the library, or climbing on shelves, furnishings, or outside structures in ways for which they were not designed.
- 10) Impeding the free movement of persons into or out of the Library.
- 11) Smoking in the library building or on library grounds.

- 12) Using wheeled devices such as bicycles, roller blades, skateboards, or the like inside the library building or on the entry area immediately surrounding the building other than those required to accommodate a disability.
- 13) Leaving wheeled devices such as bicycles or the like near the main entry area.
- 14) Consuming food or beverages except at library authorized functions.
- 15) Having an odor which unreasonably interferes with the ability of staff or patrons to use the library.
- 16) Being in the library barefoot or without a shirt.
- 17) Washing clothes or bathing in the restrooms.
- 18) Gambling on library property.
- 19) Bringing large parcels or pieces of luggage into the library which interfere with the free passage of persons or equipment.
- 20) Possession of alcohol except at library authorized functions.
- 21) Entering non-public areas of the building without permission.
- 22) Leaving a child under 8 alone at the library.

Conduct in violation of Federal, Idaho, or local laws on LCLD property may result in loss of library privileges and will be reported to law enforcement authorities.

2.4.1 Enforcement

Staff members are expected to use their discretion to resolve conduct issues that unreasonably interfere with the use and enjoyment of the library by staff and patrons. If a violation of the Conduct Code, Unattended Children Policy, or Internet Use Policy cannot be resolved informally or is of such a serious nature that, in the opinion of the staff member, immediate enforcement action is warranted, the staff member may ask a patron to leave the library or may terminate their use of library computer terminals for the day. Repeated or serious violations or refusal to comply when asked by a staff member to leave the library or relinquish control of a library computer terminal may result in being barred from the library or denial of use of library computers for a longer period of time (see Administrative Policy 2.4.2). Refusal to comply with a staff member's request to leave or terminate use of library computer equipment may also result in law enforcement being called for assistance. A staff person who takes an enforcement action under this policy or Administrative Policy 2.4.3 shall document the action in writing on a form to be approved by the Director.

2.4.2 Appeals

Any patron who is barred from entering the library or from using library computers for a period of two (2) or more consecutive days may appeal the decision, in writing, to the Director. The Director may interview any party involved or witnesses and consider any other evidence available in reaching a decision which shall be communicated to the patron and staff person in writing. The Director's decision shall be final except in the case of a person barred from entry or use of library computers for a period exceeding 364 days or when the Director was directly involved in the original decision. In the latter cases the patron may appeal the initial decision in a writing delivered to the President of the Board of Trustees who shall place the issue on the agenda of the next scheduled meeting. The Board may interview any party involved or witnesses and may consider any other evidence in reaching a decision which shall be delivered to all parties involved in writing.

2.4.3 Unattended Children

LCLD is dedicated to providing services to patrons of all ages. Staff is available to assist children in using the libraries' resources. However, it is not the role of LCLD or staff to provide child care. Please remember that the library is a public building. For liability reasons, the staff cannot take responsibility for children left alone at the library. **Parents or guardians are responsible for the safety and behavior of their children at all times while in the library.** If your child is too young to leave the library by him or her self then he or she is too young to be in the library alone. For the safety and comfort of all of our patrons, LCLD has established the following policies:

- 1) If a child violates the patron conduct code he/she may be asked to leave the library. If the child is unable to leave the library without supervision by a parent/ responsible person the parent/responsible person may be asked to leave the library with the child.
- 2) All children should carry emergency contact information at all times. In the following situations library staff may attempt to contact a child's parent or guardian; if the parent or guardian cannot be reached, or cannot arrange to immediately pick up their child, staff may place the child in the care of the appropriate law enforcement agency:
 - a. A child is found alone and frightened or crying in the library;
 - b. A child is alone and doing something dangerous;
 - c. A child violates the patron conduct code but is unable to leave

- the library alone;
 - d. No parent or caregiver comes at closing time to pick up a child who needs transportation to leave the library;
 - e. A child under age 8 is left alone at the library;
 - f. Another person at the library seems to be a danger to the child.
- 3) If a child repeatedly violates the patron conduct code he or she may lose their library privileges. If any of the situations described in (a) through (e) of subsection 2 occur repeatedly the child and/or the parent/responsible person may lose their library privileges.