

Library Conduct Policy **Revised April 2010**

Code of Conduct

The purpose of the Conduct Policy is to maintain a safe and pleasant environment for all library patrons and staff. We want to ensure access to library facilities, the safety of users and staff, and the protection of the library collection, equipment, grounds and building.

Library patrons must use the library in a manner that a) does not interfere with the rights of other individuals to use library materials, resources, and services; b) does not interfere with the ability of the library staff to conduct library business; and c) does not threaten the secure and comfortable environment of the library. Prohibited conduct includes any illegal activity and may include, but is not limited to, the following:

- Willfully annoying, harassing, or threatening another person
- Consuming alcohol or controlled substances, being intoxicated, smoking, or using tobacco products
- Violating any federal, state or local law
- Consuming food or beverages in such a way that could damage the library building, equipment, materials, or furniture:
 - All beverages must be in an approved, covered container.
- Using library building, furniture or equipment in a manner that could cause harm to self, patrons, staff, or personal or public property
- Using library areas or equipment for other than their designated use
- Relocating tables, chairs, equipment or other furniture without staff permission
- (Outside meeting rooms) campaigning, petitioning, interviewing, survey taking, soliciting, fundraising, or selling, unless authorized by the Director or his/her designee
- Posting notices is not permitted except on the designated community bulletin board
- Photographing or videotaping people, except at events, unless authorized by the Director (or designee) and by the patrons involved, or their parents if minors are present
- Behaving in a loud, boisterous or disruptive manner that is not solely caused by a disability. **As a courtesy to other Library users, please hold conversations quietly, and whenever possible, in the Commons Area of the Library.**
- Using a cell phone, pager, audio player or other electronic equipment in a manner that disrupts library operations or disturbs fellow patrons. **Library users are encouraged to use Cellular phones in the Commons Area of the Library. (Addition)**
- Bringing animals into the library, except as required by persons who are physically challenged, unless authorized by the Director or designee
- Leaving animals, bicycles or personal items in library entrances or walkways

- Leaving unattended personal items in the building. The library assumes no responsibility for lost, stolen, or unattended personal items. Items left longer than 30 minutes may be removed or taken to Lost and Found. Any items which, in the staff's opinion, are a potential threat may be removed from the premises without notice.
- Entering non-public areas; or entering or leaving the building through non-public entrances and exits, unless accompanied by staff or through prior authorization from a staff member
- Having offensive hygiene, odor or scent that constitutes a nuisance to other persons
- Failing to exit the building at closing or evacuating as directed by staff during an emergency
- Bathing and/or undressing is not allowed in the Library or on the premises.
- Leaving children unattended (See the separate policy statement for more information).

Failure to comply with the Conduct Policy may result in loss of library privileges. The police or emergency personnel may be summoned in any situation that the staff deems necessary. For more information, see the following sections of the Iowa Code:

Iowa Code:

Disorderly Conduct §723.4

Assault, §708.1

Intoxication, §123.46

Trespass, §716.7

Criminal Mischief, §716.1

Indecent Exposure, §709.9

Theft, §714.1

Unlawful Assembly, §723.2

Harassment of Public Officers, Employees, §718.4

Willful Disturbance, §718.3

Use of computers, §622.51A, §702.1A, §702.14, §714.1, and §716.6B