

# **Code of Conduct Policy**

To provide the best possible atmosphere for persons using the Elkader Public Library for study as well as casual use, the following policies have been adopted by the Library Board of Trustees. Copies of these policies are available for review.

Security cameras are in use in public and staff areas of the library to protect the safety of the people, the building, and its contents.

All conduct that disrupts the use of the library building, collections, or services is prohibited. Unacceptable behaviors are defined as those which are illegal or threaten the secure and comfortable environment of the library or those using it.

Patrons are urged to report disruptive behavior immediately to a staff member so appropriate steps may be taken. In some situations if the behavior is extreme, no warning is necessary, and the proper authorities will be called.

Examples of disruptive or unacceptable behaviors include, but are not limited to:

1. Engaging in loud conversation or rowdy behavior.
2. Smoking in the library (a public building) which is prohibited by State Law.
3. Misuse of the library's computers or the computer network, such as altering, deleting, damaging or destroying any computer system, network, or library data.
4. The presence of roller blades, skateboards, or scooters in the library.
5. Parking bicycles or other vehicles in a manner that blocks or hinders entry to the library.
6. Prolonged or chronic sleeping.
7. Using offensive, threatening, harassing or abusive language or gestures.
8. Damaging, defacing, or misusing library materials, equipment or furnishings.
9. Possessing or using alcohol or controlled substances on library premises.
10. Personal hygiene or health issues that disrupt others from using the library facilities, collections or services.
11. Cell phone users who are disruptive or loud. Users are encouraged to take their phone calls to the lobby or one of the bay areas in the front of the library.
12. Animals, with the sole exception of service animals.
13. The absence of shirts or shoes.
14. Wet clothing.
15. Having food or drink near computer stations.
16. Harassing or bothering other library users or library employees on library property.
17. Campaigning, petitioning, interviewing, survey-taking, soliciting, sales, or any other speech or conduct which results in the disruption of library activities or grounds. This does not refer to library-sponsored activities.

## Consequences of Disruptive Behavior in the Library

All violations and incidents shall be recorded by staff on an Incident Report Policy and Form and returned to the Director for action.

At the discretion of the library director, the following steps will be taken:

1. First offense--the patron(s) will be asked to stop the inappropriate behavior or action.
2. Second offense--the patron(s) will be asked to leave the library premises.
3. Third offense--the patron(s) will be asked to leave the library premises and library privileges will be suspended for six months.
4. Any subsequent offense--the City of Elkader Police Officer will be called, and all library privileges will be permanently revoked.

If a patron feels that he/she has been unfairly disciplined, he/she may file an appeal in writing with the Library Board of Trustees. Appeals will be considered at the next regular meeting of the Board of Trustees, provided the appeal has been received seven days prior to the meeting.

## Unattended Children in the Library

To provide for the general safety of children using the Elkader Public Library,

1. Children, ages six and younger must be accompanied by an adult (or an approved caregiver) at all times. This means that the adult must remain with the child at all times. Exceptions to the policy may occur when the child attending a program at the library for his/her own age level.
2. Children under the age of fourteen who remain at the Library after closing time will be encouraged by the staff to contact the parent, so that the parent is aware of the closing time of the library. If a parent or designated adult does not come for a young child after closing time, the local law enforcement officer may be contacted, and the child will be turned over to him/her.
3. Library staff members are not responsible for children in any part of the library at any time.
4. A written copy of this policy will be given to individuals who do not observe this policy, as a reinforcement for following rules for their child's safety.

## INCIDENT REPORT POLICY & FORM

A confidential file of information on problem incidents in which a contact form has been filed will be kept by the Library Director. The purpose of this file is to track any serious problems that are reported by the staff. It will be used to document incidents and to track problems of a reoccurring nature.

### **Contact Form**

Please provide a description of unacceptable behavior reported and a description of any action taken (e.g., person asked to leave and did so; police called; officer escorted person from the library, etc.)

Name \_\_\_\_\_

Address \_\_\_\_\_

Date & Time of Incident \_\_\_\_\_

Description on Incident:

Reported by \_\_\_\_\_

Witnesses:

Action Taken:

Submit contact form to the Library Director. Director initials when received & read.

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Adopted, June 11, 2001  
Reviewed and adopted, December 12, 2005  
Reviewed and adopted, February 12, 2007  
Reviewed and adopted, Sept. 10, 2007  
Reviewed and adopted, Dec. 6, 2011  
Revised and adopted, July 14, 2014  
Revised and adopted, January 9, 2018  
Revised and adopted, August 10, 2021  
Reviewed and adopted, March 10, 2025

### Attached to this Document:

Iowa Code 702.22 Library materials and equipment

Iowa Code 714.5 Library materials and equipment--unpurchased merchandise--evidence of intention.

Iowa Code 808.12 Detention and search in theft of library materials and shoplifting