

Rules of Behavior

(See also Safe Child Policy)

The purpose of the Rules of Behavior is to maintain a safe and pleasant environment for all library patrons. These rules ensure access to library facilities, the safety of users and staff, and the protection of the library collection, equipment, and facility. The library is an alcohol, drug, and tobacco free area, unless specifically noted for a library-sponsored program where alcohol will be permitted (see West Branch City Ordinance 45.02).

Behavior expected of all library patrons includes, but is not limited to, the following:

- Respect for other patrons and staff
- Careful use of library materials
- Ensuring other patrons' access to the library and its materials

Patrons have the responsibility to use the library in a manner that does not interfere with the rights of other individuals to use library materials, resources, and services and in a manner that does not limit the ability of library staff to conduct library business. Prohibited conduct includes any illegal activity and may include, but is not limited to, the following:

- Running
- Yelling
- Cursing
- Verbally abusing a staff member or patron
- Violence of any kind
- Vandalism
- Theft of property
- Illegal use of or selling drugs; possession of an open container and/or consumption of alcohol unless at a library-sponsored program where alcohol is permitted; smoking or using nicotine products on library property.
- Campaigning, petitioning, interviewing, survey taking, soliciting, posting notices, fundraising, or selling, unless authorized by the Director or his/her designee.
- Bringing animals into the library, except service animals, unless authorized by the Director or designee.
- Using a cell phone, pager, audio player or other electronic device in a manner that disrupts library patrons or staff operations.
- Failing to exit the building or failure to leave as directed by library staff.

Any patron purposely causing a disturbance and/or engaging in illegal activities will be asked to stop and may be asked to leave the library. If a patron will not leave and continues to disrupt others, local law enforcement officers will be called. Failure to comply with the Rules of Behavior may result in loss of library privileges. The decision and terms of the loss of library privileges will be determined by the Library Director.

Appeals for such decisions may be made at any regularly scheduled library Board of Trustees Meeting. A written letter of appeal must be received by the Library Board of Trustees President or Library Director at least 24 hours prior to the scheduled meeting. A loss of privileges for a minor must be appealed by a parent or legal guardian.

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