

Conduct Policy

(See also Safe Child & Vulnerable Adults Policy)

The purpose of the Conduct Policy is to maintain a safe and pleasant environment for all library patrons. This policy ensures access to library services, materials, and 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).

Library patrons are expected to:

- Be safe
- Be respectful of other patrons, library staff, and volunteers
- Be respectful of library materials and facilities
- Obey the law
- Comply with requests from library staff

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:

- Behaving in a disorderly, loud, or disruptive manner.
- Willfully annoying, harassing or threatening another person.
- Willfully exposing patrons or staff to offensive images or language.
- Exhibiting/viewing obscene materials that could be observed by a minor (Iowa Code 728.2)
- Violence of any kind
- Vandalism
- Theft of property
- Illegal use of or selling drugs.
- Possession of an open container and/or consumption of alcohol or any controlled substances unless at a library-sponsored program where alcohol is permitted; being under the influence of alcohol or controlled substances in a manner that causes public disturbance.
- 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, audio player or other electronic device in a manner that disrupts library patrons or staff operations.
- Impacting library cleanliness by not properly disposing of waste items.
- Entering non-public areas, unless accompanied by a staff member or through prior authorization from a staff member.
- Failing to comply with staff requests, including requests to leave the library.

Any patron engaging in prohibited behaviors will be asked to stop and may be asked to leave the library if the behavior continues. If a patron will not leave and continues to disrupt others, local law enforcement officers will be called.

Failure to comply with the Conduct Policy 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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