

Behavior Policy and Procedure Regarding Disciplinary Action

Philosophy:

The Fort Madison Public Library is designed for the use of all members of the public. People who use the library (patrons) are expected to observe other patrons' rights, to treat library staff with courtesy and respect, and to use the library for its intended purposes.

The purpose of this policy is to make the library a safe place to visit and to keep the library building and collection in good condition for all to use.

Policy:

Examples of inappropriate behavior include, but are not limited to, the following:

- A. Dressing inappropriately (a patron's upper and lower body should be covered and the soles of the feet should be protected from sharp objects).
- B. Eating outside the Sheaffer Memorial Meeting Room (except when food is provided through library sponsored programs)
- C. Drinking from uncovered containers anywhere in the library (except when drinks are provided through library sponsored programs).
- D. Talking or laughing loudly.
- E. Using obscene or abusive language.
- F. Harassing patrons or members of the library staff.
- G. Acting in a way that disrupts library operations.
- H. Acting in a way that deprives the library of library property.
- I. Acting in a way that deprives other patrons of their property.
- J. Acting in a way that endangers the safety or health of one's self or of others.
- K. Violating any local, state, or federal law.

Staff members have the authority to enforce the behavior policy and determine when behavior is inappropriate.

In the case of minor disruption, the patron will receive one warning and be required to behave in an appropriate manner. A patron who refuses to behave more appropriately after one warning will be required to leave the library for 15 minutes.

In the case of extreme misconduct, the patron may be ordered to leave the library immediately and the police may be called. In the case of minors, the parents may also be called.

Patrons causing repeated disruption that interferes with others' use of the library, threatens library property, or violates the law may be temporarily banned from library property by the library director.

Adopted by the Fort Madison Public Library Board of Trustees on November 26, 2001. Rev. 5/24/2007. Rev. 4/17/2008. Rev. 10/20/11. Rev. 6/19/14. Rev. 1/19/17 Rev. 7/20/17