

Island Park Library

Policy on Conduct in the Library

The Island Park Public Library is dedicated to providing friendly, courteous and respectful service, and a safe, enjoyable, clean and comfortable environment for all Library users. The Library's behavior rules are intended to protect the rights and safety of library patrons and staff members, preserve the Library's materials, facilities and property, and provide for the Library's secure and efficient operation.

Library patrons may only engage in activity that is associated with typical appropriate public library use and which respects the rights of others using the Library as well as the Library employees' performance of their duties. In order to ensure a safe and appropriate atmosphere in the Library for the benefit of our patrons and staff, please take notice of the following examples of behaviors that are not acceptable. This list is not exhaustive.

- Causing, threatening to cause or attempting to cause physical injury to the person or property of another, physical damage to equipment or other Library materials, including, without limitation, damaging, altering, marring or defacing library books, materials, equipment, or displays.
- Misusing, stealing, willfully or negligently destroying or damaging any Library property, inside or outside of the building including, without limitation, equipment or computer resources.
- Refusing to comply with reasonable directives of the Library Director or other Library personnel. All Library users shall promptly obey the reasonable requests of Library staff.
- Cellular phone conversations are not permitted in the Library.
- Any excessive, loud or distracting sounds that interfere with patron use of the Library or the staff's operation of the Library.
- Disrupting library functions, programs, or special events.
- Engaging in conduct that is disorderly and/or disruptive such that it interferes with patron use of the Library or the staff's operation of the Library.

- Congregating at or near entrances such that the safe, efficient and comfortable use of the Library or its operations may be impeded.
- Engaging in conduct that is not associated with the typical appropriate use of a public library (such as reading, studying, or using Library materials) whether inside or outside of the Library building.
- Use of obscene, abusive, harassing, threatening, violence-inducing or violent language or actions. This includes, without limitation, excessive staring at or following of other Library patrons or staff.
- Indecent exposure, inappropriate touching and/or engaging in sexual conduct/activity.
- Interfering with the free movement of anyone within the Library.
- Gambling or playing games without prior approval of Library personnel.
- Use of personal electronic equipment including headphones, cellular telephones, radios, tablets, etc., in any manner such that sound is audible to other patrons or staff.
- Soliciting or selling of any kind, distributing and/or posting literature, campaigning, canvassing, or poll taking for any reason in the building or grounds of the Library, without the prior approval of the Library director.
- Use of Library telephones without prior approval from Library staff.
- Absolutely no conversation is permitted in the Quiet Study Room without the prior approval of Library staff.
- Consumption of unauthorized food or beverages..
- Distribution, use, consumption or being under the influence of alcohol, narcotics, hallucinogens or illegal drugs.
- Rearranging or relocating any Library furniture, books or equipment from one location to another, without prior approval from Library Staff.

- Bringing animals into the Library, other than authorized service animals.
- Removal of any Library property from the buildings or grounds without authorization through established lending procedures.
- Bringing unauthorized weapons onto Library premises.
- Smoking (including, without limitation, e-cigarettes and vaporizers) is prohibited in all public areas, as is generating an open flame on Library premises.
- Using skateboards, skates, rollerblades, scooters, sports equipment, hoverboards, etc., in the Library. Bicycles must be parked outside the Library in the bicycle rack. The Library recommends that bicycles be secured with a lock. The Library is not responsible for personal property. Recreational use of skateboards, skates, rollerblades, scooters, sports equipment, hoverboards, etc., is prohibited anywhere on Library property.
- Improperly using Library restrooms (e.g., without limitation, to bathe, shave, wash hair, wash or change clothing.)
- Not wearing appropriate attire. Examples include, without limitation, not wearing a shirt, pants, shoes or equivalent body or foot covering.
- Possessing bodily hygiene odor so offensive as to create interference with the use of the Library by other patrons or the performance of duties by Library staff.
- Adult patrons who are not engaged in Library activities which require materials from the Children's area shall be asked to relocate to other parts of the Library.
- The Library is not responsible for the care and/or supervision of children. Patrons and their children are expected to comply with Library policies including, without limitation, the **Policy on Unattended Children**.
- Placing personal belongings on or against buildings, furniture, equipment or fixtures in a manner that interferes with Library staff or patron use of the Library facility, or leaving personal belongings unattended.

- Lying down or sleeping including, without limitation, the appearance of sleeping on or in the Library's grounds such as, without limitation, in the restrooms or on any floor, table, or seat in the Library, and/or blocking aisles, exits, or entrances by sitting or lying down in them.
- Conduct in violation of Federal, State, local or Library law, rule, regulation, policy or procedure.

A copy of the policy on Conduct in the Library is available on the Library's website. In addition, all Library policies are available in the Library Director's Office.

Library patrons who wish to request a reasonable modification of these Guidelines based on individual health, disability or other unique circumstances, may contact the Library Director by asking at the front desk, or by calling the library at 432-0122.

For everyone's safety and protection, and to ensure the proper use of the Library's facilities, materials, and equipment, the Island Park Public Library reserves the right to inspect, as in accordance with law, an individual's belongings including without limitation, purses, backpacks, bags, parcels, shopping bags, briefcases and other items.

Violations of this policy may result in removal from the Library, loss of Library privileges, expulsion from the Library, criminal prosecution and/or other appropriate action. The Library may contact local law enforcement when it deems appropriate to do so.

Adopted: August 10, 2016