

Clinton Public Library

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Clinton, IA 52732
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Library Conduct Policies

Policy Statement:

The Clinton Public Library is designed to be a safe and comfortable place for all members of the public to use. Patrons are expected to observe the rights of other patrons and staff members. The Clinton Public Library's Conduct Policy is intended to protect the rights and safety of library patrons, to protect the rights and safety of staff members, and to preserve and protect the library's materials, facilities, and property.

Definition and Scope:

Patrons who participate in prohibited conduct in the library will be asked to follow the rules listed in the conduct policy. Patrons who persist in prohibited conduct may be asked to leave the library premises. Prohibited conduct is generally defined as "any patron conduct that interferes with the normal operation of the library or which interferes with another patron's ability to use the library." The Director, and other staff members to whom the Director delegates the authority (and whom are on duty at the time), shall have the responsibility for administering the Conduct Policy.

Prohibited Conduct

The following types of prohibited conduct will not be tolerated in the library:

- Use of abusive or intimidating language or gestures to patrons or staff members.
- Behavior that is harassing or threatening to another person.
- Any behavior that endangers the safety or health of others.
- Violation of any local, state, or federal law.
- Vandalism or deliberate destruction of library materials.
- Theft of library materials or the personal property of other patrons and staff.
- Taking library materials into the lobby, onto another floor, or restrooms if the materials have not been checked out.
- Soliciting of any kind and/or asking for signatures on petitions
- Monopolizing library resources, staff time, or restrooms at the expense of other patrons.
- Use of the library telephone for personal business, unless in an emergency or a request for transportation.
- Disturbing loud behavior or using electronics that disturbs or could disturb other patrons.
- Use of bicycles, skateboards, roller blades, or scooters inside the library.
- Inappropriate dress, such as bathing suits and wet clothing or not wearing a shirt or shoes in the library.
- Loitering on the premises after closing.
- Smoking, public intoxication, or drug use in the library.
- Using restrooms for bathing, washing of clothes, or illegal drug or alcohol use.
- No alcoholic beverages are allowed on the premises without prior written approval of the Library Board and Library Director.
- Eating or drinking beverages in designated computer areas.
- Not maintaining proper personal hygiene so as to offend others with strong, pervasive odors including body odor and odors caused by perfume, cologne, or alcohol.
- Entering non-public areas, unless accompanied by a staff member or through prior authorization from a staff member.
- Bringing animals into the library, except as required as service or therapy animals, or for library sponsored programming.
- Impeding access to the building or an area of the building.
- Picture taking or video taping of people, except at events, unless authorized by the people involved or their parents, if minors are present.
- Lack of proper attention by authorized caregivers of individuals with special needs.
- Lack of proper supervision of children. A parent or caregiver is responsible for the safety, behavior, and well-being of their children on library property. **See the *Unattended Child and/or Disruptive Child Policy***

Banning Policy:

1. In cases of minor disruption, the patron receives one warning. At the second offense or continuation of the first offense, the patron must leave the library for the rest of the day.
2. In the case of any conduct that, in the judgment of a staff member, is extreme, the offender may be ordered to leave the building immediately, or law enforcement may be called as appropriate. Whenever possible, but not required, two staff members, including the highest-ranking staff member present, should agree that the conduct merits the drastic action of expulsion or law enforcement notification without warning.
3. Patrons causing disruption on repeated visits will be warned by the director or designee that they will not be allowed to enter the building if the behavior continues. If a correction is not made, they will be banned from the library for one month. If, when their library privileges are reinstated, the disturbance continues, they will be banned from the library for six months to one year. See Banning Letter.
4. Exceptions to the above may be authorized by the director and/or their designee.
5. All incidents in which patron conduct receives a warning or expulsion by staff member or police will be recorded by staff. A written appeal of the director's decision may be made to the library board within 10 days. The Library staff will be consistent with enforcing this conduct policy to ensure the safety of patrons and staff and create an environment that is enjoyable to our patrons.

Appeal Policy:

1. Notice of Appeal. The director's written determination may be appealed to the library board, if the individual aggrieved files a written notice of appeal within 10 days after he/she receives the determination. Such notice shall be filed with: both the director and the library board president, c/o Clinton Public Library; 306 8th Ave S., Clinton, IA 52732). The board shall hold a hearing within 30 days after the notice has been filed. The appellant shall be notified at least 10 days before the hearing.
2. Hearing. At the hearing, the appellant may be represented by counsel, may present evidence, and may call and examine witnesses and cross-examine witnesses of the other party. The President of the Board shall conduct the hearing and shall follow the Rules of Evidence provided in the Iowa Statutes for administrative proceedings. The staff shall record all of the proceedings.
3. Decision. Within 30 days of the completion of the hearing, the board shall issue a written decision stating the reasons therefore. The board shall have the power to affirm or reverse the written determination or to remand it to the director or designee with instructions for reconsideration. The decision, except for remand, shall be a final determination for the purposes of judicial review.
4. Non-compliance with Ban - Trespassing: If a banned individual enters any Library Branch before the return date listed in the ban letter, law enforcement will be called and the individual may be arrested for trespassing under Clinton City Ordinance.

Unattended Child and/or Disruptive Child Policy

Policy Statement

The safety and welfare of children at the Clinton Public Library is of vital importance. Parents/guardians and caregivers are responsible for monitoring the activities and regulating the behavior of children while the children are in the library. The library board and staff respect the rights and privacy of all library patrons. Library staff will intervene only when children are left unattended or when problems of safety, disruptive behavior, or well-being occurs. Library staff will follow established library procedure for the protection of the child or to maintain an environment free from disruption in accordance with the library conduct policy.

Unattended Child Policy:

- Children under the age of 8 may not be left unattended in the library and must be directly supervised by a responsible parent/guardian or caregiver 14 years or older.
- Any child under the age of 8 who is unaccompanied by a parent/guardian or caregiver may be approached for information concerning his/her responsible parent/guardian or caregiver's availability.
- For the safety of a child left unattended in the library at closing, staff will wait 15 minutes after closing and then contact appropriate law enforcement authorities to take custody of the child.
- Transportation or money cannot be provided to children by library staff.
- Legal responsibility for a child in the case of a medical emergency cannot be taken by library staff.

Appeal Policy:

1. **Notice of Appeal.** The director's written determination may be appealed to the library board, if the responsible parent/guardian files a written notice of appeal within 10 days after he/she receives the determination. Such notice shall be filed with: both the director and the library board president, c/o Clinton Public Library; 306 8th Ave S., Clinton, IA 52732). The board shall hold a hearing within 30 days after the notice has been filed. The responsible parent/guardian shall be notified at least 10 days before the hearing.

2. **Hearing.** At the hearing, the responsible parent/guardian may be represented by counsel, may present evidence, and may call and examine witnesses and cross-examine witnesses of the other party. The President of the Board shall conduct the hearing and shall follow the Rules of Evidence provided in the Iowa Statutes for administrative proceedings. The staff shall record all of the proceedings.

3. **Decision.** Within 30 days of the completion of the hearing, the board shall issue a written decision stating the reasons therefore. The board shall have the power to affirm or reverse the written determination or to remand it to the director or designee with instructions for reconsideration. The decision, except for remand, shall be a final determination for the purposes of judicial review.

Non-compliance with Restricted - Ban: If the restricted child enters any CPL branch without the responsible parent/guardian before the return date listed in the restriction letter, the child may be banned from the library and law enforcement may be called to take custody of the child and transport them to their responsible parent/guardian.

Restricted Use or Banning Letter for Parents

TO:

On _____ at approximately _____ your child was observed at the Library.

Main Library Lyons Branch (circle appropriate)

At that time the child was:

____ VIOLATING LIBRARY POLICY (see comments)

____ IN THE LIBRARY WITHOUT RESPONSIBLE PARENT/GUARDIAN COMPANY
DESPITE BEING PREVIOUSLY RESTRICTED UNTIL _____

COMMENTS:

___ verbal warning

___ asked to leave for day / week / month / 3month / 6month / year

___ law enforcement called

Because of the conduct listed, and/or other history of prohibited conduct at any Library location, the child is restricted from all Library branches until the date listed below. If the restricted child enters any Library branch without the responsible parent/guardian before the return date listed in the restriction letter, the child may be banned from the library and law enforcement may be called to take custody of the child and transport them to their responsible parent/guardian.

The responsible parent/guardian may file a written request to:

Director Clinton Public Library 306 8th Ave S. Clinton, IA 52732

to reconsider this restriction from all Library branches. A written request from the responsible parent/guardian shall set forth the reasons for reconsideration.

THE LENGTH OF THIS RESTRICTION FROM ALL LIBRARY BRANCHES SHALL REMAIN AS STATED IN THIS DOCUMENT UNLESS THE DIRECTOR ISSUES A WRITTEN DETERMINATION ALTERING THE TERMS OF THIS DOCUMENT.

RESTRICTED/BANNED FROM LIBRARY ON THIS DATE: _____

RETURN DATE _____

Staff initials: _____

Restricted Use or Banning Letter for Adults:

TO:

On _____ at approximately _____ you were observed at the Library.

Main Library Lyons Branch (circle appropriate)

At that time, you were:

_____ VIOLATING LIBRARY POLICY (see comments)

_____ IN THE LIBRARY DESPITE BEING PREVIOUSLY BANNED UNTIL _____

COMMENTS:

___ verbal warning

___ asked to leave for day / week / month / 3month / 6month / year

___ law enforcement called

Because of the conduct listed, and/or other history of prohibited conduct at any Library location, you are banned from all Library branches until the date listed below. If you enter any Library branch before the return date listed below, law enforcement will be called and you will be subject to being arrested for trespassing under Clinton City Ordinance.

You may file a written request to:

Director Clinton Public Library 306 8th Ave S. Clinton, IA 52732

to reconsider this ban from all Library branches. Your written request shall set forth your reasons for reconsideration of the ban.

THE LENGTH OF THIS BAN FROM ALL LIBRARY BRANCHES SHALL REMAIN AS STATED IN THIS DOCUMENT UNLESS THE DIRECTOR ISSUES A WRITTEN DETERMINATION ALTERING THE TERMS OF THIS DOCUMENT.

RESTRICTED/BANNED FROM LIBRARY ON THIS DATE: _____

RETURN DATE _____

Staff initials: _____

