



Code of Conduct

Revised September 2014

Purpose

The Orange City Public Library will provide a safe and comfortable environment that is conducive to the use of library materials and the safety of users and staff. The Library is intended for the use of all members of the public. Patrons are expected to observe the rights of other patrons and staff members and to use the Library for its intended purposes. Prohibited conduct will not be allowed in the Library. The library is defined as the library building, parking lot, grounds and surrounding sidewalks

Expectations

Patrons using the library are expected to behave in a way that is appropriate to the library's purpose. No person shall engage in any conduct which interferes with the legitimate use of the library. In some situations, if the behavior is extreme, no warning is necessary, and the proper authorities will be contacted.

Prohibited conduct includes, but is not limited to the following:

- Willfully annoying, harassing, or threatening another person.
- (Harassment is defined as any action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule. Harassment is characterized by requests for sexual contact, unwelcome physical advances, or conduct—verbal or physical—of a nature that is intimidating, demeaning, hostile, offensive, or potentially dangerous.)

- Exposing patrons and staff to obscene images or language in any format. Displaying, distributing, scanning, viewing or printing pornographic or obscene material or other offensive material that is in violation of federal or Iowa law. Iowa code 709.9
- Any behavior that endangers or could endanger the safety or health of self or others.
- Exceeding acceptable noise levels.
- Behaving in a disorderly manner.
- Using abusive or profane language.
- Theft, vandalism, or the deliberate destruction of Library materials, property, or the personal property of other patrons or staff members.
- Maliciously accessing, altering, deleting, damaging, or destroying any computers, peripherals, computer systems, networks, computer programs, or data.
- Inappropriate use of furniture and equipment, which includes sleeping or using tables as foot rests.
- Impeding access to the building or an area of the building, or blocking book stack aisles for extended periods of time.
- Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.
- Leaving personal items in the building. The Library assumes no responsibility for any personal belongings left unattended.
- Photographing, videotaping, or audio taping of individuals using any equipment, including cell phones, unless authorized by the individuals involved, or their parents if the individuals are minors.
- Bodily hygiene that is offensive so as to constitute a nuisance to other persons.
- Patrons must be fully clothed and wearing shoes.
- Petitioning or soliciting.
- Bringing animals into the Library, except those trained to assist individuals with disabilities, or who may be providing programming for the library.
- Consuming alcohol or controlled substances; public intoxication.
- Smoking, chewing tobacco, using snuff, or spitting.
- Consuming food at computer stations.
- Littering.
- Using the restroom facilities for bathing.
- Possession, use, or threat of use of dangerous weapons as defined in the Code of Iowa Section 702.7.
- Violation of any municipal, state or federal law or code.

Enforcement

Enforcement of these rules may take the form of any of the following actions, depending upon the severity of the misconduct which will be determined by the staff on duty at the time:

Consequences of Disruptive Behavior in the Library

The problem will be resolved at the most immediate level, that is, the staff person observing the behavior will attempt to correct it.

In most cases, patrons who are behaving inappropriately in the library will be given one warning and asked to behave in an appropriate manner. Patrons who do not modify their behavior after one warning may be asked to leave the Library premises for the rest of the day.

In the case of any misconduct that, in the judgment of a staff member, is extreme or threatening, the offender may be ordered to leave the building immediately, or the police may be called.

Patrons engaging in misconduct on more than one instance may be barred from the library premises for one month. Patrons may be barred from the library premises for one year if prohibited conduct continues.

Exceptions to the above may be authorized by the Library Director and/or designee if a patron feels that he/she has been unfairly suspended; he/she may file an appeal in writing with the Library Board of Trustees. Appeals will be considered at the next regular meeting of the Board of Trustees, provided the appeal has been received seven days prior to the meeting.

Approved by the Orange City Library board 9/16/2014