

Maxwell Public Library Behavior Policy

Conduct in the Maxwell Public Library. Patrons 8 and Older.

The policy of the Maxwell Public Library is to provide a safe, comfortable environment conducive to the use of library materials and services by either individuals or small groups. 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.

Misconduct

1. Prohibited conduct is that which:

- Interferes with the rights of individuals to use library materials and services
- Interferes with the ability of library staff to conduct library business
- Threatens the secure and comfortable environment of the library or those using the library
- Shows willful damage to the library premises, equipment or materials

2. Prohibited conduct may include, but is not limited to the following:

- **Harassment:** Willfully annoying, harassing, or threatening another patron or library staff. 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, or offensive. Is not only prohibited but may be punishable by law.
- **Belligerent, abusive or profane language.**
- **Campaigning:** petitioning, interviewing, survey taking, soliciting, or selling, unless authorized by the director or his/her designee.
- **Photography:** Picture taking or video taping of people unless authorized by the people involved or their parents if minors are present.
- **Disorderly:** Behaving in a disorderly, loud, or boisterous manner.
- **Audio Equipment:** Listening to sound equipment either without earphones or with earphones at an unreasonable volume.
- **Cell Phone Usage:** Cell phones users should be considerate of others in the library. Silence your cell phone and only take calls outside.
- **Library Phone Usage:** Library phones/lines are for library business but may be used by patrons for brief (1-2 minute) local calls only.
- **Impeding Access:** Impeding access to the building and grounds or any areas of the building or grounds for extended periods of time.
- **Animals:** Bringing animals into the library, except as required by physically challenged persons, unless approved by the director or his/her designee.
- **Personal Items:** Leaving personal items in the building. The library assumes no responsibility for any belongings left unattended.
- **Tobacco or controlled substances:** Using any form of tobacco or controlled substance on library property.

- Food and Drink: Unless part of a library program.
- Vandalism: Vandalism or deliberate destruction of library materials or property.
- Sleeping: Sleeping in the library and/or bathing in the library rest room.
- Law Violation: Violation of any municipal, state, or federal law or code.
- Policy Violation: Violation of current library policies.

Enforcement

Enforcement of these rules for persons 8 and older may take the form of any of the following actions, depending upon the severity of the misconduct which will be determined by the library staff on duty at the time. Misconduct by persons less than 8 years of age is discussed and remedies provided for in the Maxwell Public Library Unattended and/or Disruptive Behavior of Children Aged 8 and Under.

1. **Warning:** 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.
2. **Extreme Conduct:** In the case of any misconduct that in the judgment of a staff member is extreme, the offender may be ordered to leave the building immediately, or the police may be called as appropriate. Whenever possible, two staff members, including the senior staff member on duty, should agree that conduct merits expulsion or police notification without warning to the individual.
3. **Multiple Offenses:** Patrons engaging in misconduct on more than one instance may be warned by the director or his/her designee that they may be barred from the library for one year. An individual may be barred from the library indefinitely if the disturbance continues when their library privileges are reinstated.
4. **Misconduct of 8-17 Year-Olds:** Parents/guardians of disruptive patrons from the ages of 8 through 17 will be notified by phone or mail stating the date, the behavior considered disruptive, and the measures taken by the library staff.
5. **Exceptions:** Exceptions to any of the above may be authorized by the director or his/her designee.
6. **Staff Responsibility:** Within one hour, staff will document any and all disruptive behavior. It will be signed by the staff person involved and by any other staff member as appropriate. It will be referred to the director and kept on file until the next Board of Trustees meeting in which they will then determine the appropriate action to be taken.
7. **Appeal Process**
 - Any patron wishing to appeal a library staff conduct decision to the Maxwell Library Board of Trustees may do so in writing within 5 working days of the occurrence.
 - The Board of Trustees will meet with the patron or patrons and the staff member or

members involved within 15 working days of receipt of the written appeal.

- A decision will be rendered within 5 working days following said meeting. Such decision is final.

Adopted by the Board of Trustees

Date: _____

President: _____

Secretary: _____