



PATRON RESPONSIBILITIES AND CONDUCT POLICY

A. Patron Responsibilities

- 1) Present a valid library card to borrow materials and to use the computers.
- 2) Immediately report a lost or stolen library card or change of address. Provide appropriate/required proof of the new address.
- 3) When obtaining a replacement card, bring photo identification. Parents or guardians requesting replacement cards for minors must show photo identification.
- 4) A patron may not check out material on another patron's card. An exception to this prohibition may be made with Director's approval and a notation on both patron's records.
 - a) automatically linked accounts are subject to household limits
 - b) parents and/or guardians will be linked to their children's cards
 - c) spouses will be linked
- 5) Check out all materials on the library's circulation system prior to exiting the building.
 - a) the library reserves the right to require persons entering or exiting the building to open and disclose the contents of any bags, purses, briefcases, and other containers which are being carried by or are in the possession of the persons.
- 6) Ensure all materials borrowed are returned on time.
 - a) pay fees accrued on borrowers account
 - i) the library reserves the right to block checkouts and computer access when fees exceed a set amount
 - ii) pay for loss and/or any damage of borrowed materials that result in replacement, repairs, cleaning, or reprocessing

B. Children at the library

- 1) The library welcomes children of all ages. Our goal is to provide a clean, safe, comfortable and welcoming environment for all library users.
- 2) To ensure the safety of children in the library, the following rules are in effect:
 - a) parents and/or adult caregivers are responsible for ensuring appropriate behavior and safety of their children while in the library
 - b) jumping on or excessively moving furniture, and disruptive behavior are not acceptable



PATRON RESPONSIBILITIES AND CONDUCT POLICY

- c) children 8 and under must be accompanied by a parent or adult caregiver at all times
 - d) children 9 to 12 may be in the library without an adult present. They are, however, expected to adhere to library rules and expectations of appropriate behavior.
 - e) children may log on to Children's computers using their own library card
 - f) children must be picked up 15 minutes before the library closes.
 - g) prior to closing, staff will walk through the library. If any child appears to be without parent or guardian, they will talk to the child to ascertain their situation and call the parent/guardian if warranted
- 3) When a child is left after close:
- a) staff will call the Marion County Sheriff's Office to pick up the child
 - b) a staff member will remain with the child
 - c) staff will document the child's name and other critical information
 - d) staff will remain with the child until the Sheriff's Office or parent/family designate arrives
 - e) a note, documenting the situation, will be placed in the patron's library card record, as well as the card record of the parent or guardian of the child.

C. Patron Conduct Responsibilities

- 1) This code of conduct has been adopted for the comfort and protection of all those using the library. Library employees will courteously and firmly enforce this code. We ask for patron cooperation in maintaining a pleasant atmosphere conducive to the effective use of the library.
- 2) Conduct that demonstrates appropriate decorum, respect and civility toward: other library patrons; library employees, volunteers, and contractors is required at all times.
- 3) Examples of unacceptable behavior or activity include, but are not limited to:



PATRON RESPONSIBILITIES AND CONDUCT POLICY

- a) leaving children age 8 and under unattended (**they must be under direct supervision at all times**)
- b) leaving children at the library after closing
- c) leaving vulnerable adults unsupervised or unattended
- d) cell phones use must be short, quiet and not disturbing to other library patrons
- e) listening to devices playing voice or music without headphones
- f) smoking, soliciting, selling, skateboarding or skating, consuming intoxicants, intoxication, spitting, sleeping, loitering, petitioning or campaigning on premises
- g) leaving unattended items
- h) annoying, harassing, or threatening another person
- i) physical, sexual, or verbal abuse of another person
- j) eating and/or drinking except in designated areas
- k) demonstrating or picketing inside the building or in such a way as to block access to the building
- l) carrying weapons of any type
- m) defacing, damaging, rearranging or stealing library property
- n) uttering profane, obscene, or insulting language
- o) not following the library's Public Computers and Use of the Internet policy
- p) disturbing public peace by persistent loud, annoying or aggressive conduct
- q) bringing animals into the building, except service animals or by invitation for a program
- r) being in an unauthorized area of the library, or remaining in the building when requested to leave at closing or during emergency situations or drills
- s) engaging in any activities while on library premises that are not related to the proper use of the library



PATRON RESPONSIBILITIES AND CONDUCT POLICY

- 4) The violation of any federal or state statutes or local ordinance will be regarded as a violation of library rules and may subject the individual(s) involved to exclusion from the library premises
- 5) Any person may, without prior notice or warning, be immediately removed from the library if his or her presence or conduct on the premises poses an immediate or imminent danger to any person or property on such premises.
- 6) Unacceptable behavior which disrupts the normal functioning of the library, whether or not that disruption is intentional
 - a) on the first offense, the person will be asked to leave the library.
 - b) on the second offense, the person's library privileges may be suspended for a stated length of time at the discretion of the director.
 - c) on the third offense, all library privileges will be revoked indefinitely.
 - a. A person whose behavior results in library privileges being revoked may appeal to the library board in writing within two weeks of the revocation. The decision of the library board is final.


Curt Bryant, Chair