Conduct in the Library Policy

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1.0 ***General Principles.*** The Lanesboro Public Library provides a safe, comfortable environment conducive to the use of library materials and facilities. 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 will not be allowed in the library.

1.1 ***Misconduct.*** Misconduct is behavior that is illegal or that:

- interferes with the rights of individuals to use library materials, services, and premises which includes the inside and outside areas of the library property.
- interferes with the ability of library staff to conduct library business, or
- threatens the secure and comfortable environment of the library or those using the library.

Misconduct may include, 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 to self or others.
- Any behavior that endangers or could endanger the safety or health of others.
- Behaving in a disorderly, loud, or boisterous manner which disturbs or could disturb other patrons.
- Using abusive or profane language.
- Theft, vandalism, or the deliberate destruction of library materials, property, or the personal property of patrons or staff members.
- Maliciously accessing, altering, deleting, damaging, or destroying any computers, peripherals, computer system, network, computer program, or data.
- 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.
- Using personal electronic devices without earphones or with earphones at an unreasonable volume.
- Using cell phones. Patrons are asked to set phones on silent mode and step into the lobby if they must converse on the phone.
- Distributing or posting material without library staff approval.

- Picture taking or video taping of individuals unless authorized by the individuals involved or their parents if minors are present.
- Soliciting of sales or selling to library patrons except at library-sponsored events.
- Bringing animals into the library, except those trained to assist individuals with disabilities or for library-sponsored events.
- Using tobacco products or smoking on library premises.
- Using alcohol on library premises.
- Using the library for inappropriate purposes such as sleeping and bathing.
- Wearing inappropriate dress such as bathing suits, no shirts, and no shoes.
- Eating or drinking in areas not designated for these activities.
- Possession, use, or threat of use of dangerous weapons, including all firearms.
- Violation of any municipal, state, or federal law or code.

2.0 ***Consequences.*** The Library Director or delegated staff shall have the responsibility for enforcing discipline within the library and will determine misconduct. Children age seven and under must be accompanied and supervised by a parent/guardian/caregiver. It is their responsibility to supervise and monitor the behavior and safety of their children at all times.

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.

2.1 ***Warning.*** Patrons who engage in misconduct will be given one warning and asked to behave in an appropriate manner.

2.2 ***Expulsion*****.**

- Patrons who do not modify their behavior after one warning will be asked to leave the library for the rest of the day.
- Patrons who engage in misconduct that, in the judgement of the staff member, is extreme will be ordered to leave the building immediately.
- Patrons who engage in misconduct may be restricted from trespassing on the library premises for a period of one week to one year, depending on the nature of the misconduct. If the patron is not verbally informed of the length of the expulsion on the day of the incident, the patron will receive a written notice from the Library Director.

2.3 ***Police.*** If a patron appears dangerous, deliberately violates the law, is identified as a registered sex offender, or refuses to leave the library after being asked to leave, the Library Director or the senior staff member on duty will call the police.