

# **Library Behavior Guidelines (4)**

## **4.1 Personal Behavior at the Library**

In an effort to provide a safe and welcoming library environment this statement of library standards is posted for the notification and convenience of library customers. For this to be possible, all library visitors are expected to abide by these standards of behavior within the building and on the grounds. If a patron does not abide by these statements, they will be requested to leave the library premises.

Behavior that is unacceptable at the Laguna Public Library:

- Abandoning and leaving unsupervised children (Age 7 and under)
- Blocking entrances, exits, or walkways to the library building in any way
- Bomb threats
- Eating or drinking near computers
- Engaging in illegal activity
- Bringing in animals, except service animals (i.e., seeing eye dogs)
- Carrying of weapons in the library or on library grounds
- Child abuse
- Climbing structures attached to library buildings or on library grounds
- Damaging library property
- Disruptive behavior such as fighting, running, rough-housing
- Disturbing others using the library
- Entering unauthorized staff areas
- Harassment/sexual harassment of library staff and patrons including physical, verbal, and sexual abuse.
- Indecent exposure
- Internet policy violations
- Intoxication resulting from alcohol or drugs
- Leaving personal belongings unattended
- Loud voices and foul language
- Mistreatment and vandalism of library facilities, materials, and equipment
- Panhandling
- Refusal to leave when asked by library staff
- Sleeping in the library
- Smoking
- Theft of library property
- Use of electronic equipment in such a way as to disturb others (i.e. cell phones, audio devices, personal computers, etc.)
- Voyeurism and peeping

Library users are responsible for their own personal property. Please do not leave items unattended.

Shirts, pants, and shoes must be worn in the library.

Parents are responsible for the behavior and supervision of their children. Children under the age of 7 should not be left unattended in any part of the building. Child safety policies must be followed.

The rights of others should be respected at all times.

The Internet Use Policy must be adhered to.

All materials must be checked out before leaving the building.

The Laguna Public Library assumes no responsibility for injury to any person misusing the library facilities or misbehaving on library premises.

### **Disciplinary process for the Library**

1. A member of the staff will speak to the offending party once.
2. If the infraction is repeated, the offending party will be asked to leave the library immediately.
3. In cases where injury would result, if illegal activities are suspected, or if someone is out of control and a patron/staff member suspects violence, the police will be summoned immediately.
4. Library privileges may be suspended at the discretion of the Library Director.

### **Right of appeal**

1. The offending party has the right to appeal suspension of library privileges in writing within five business days of the suspension.

The Library Director or his/her designee will respond within ten business days

**I acknowledge that I have read and understand the LIBRARY AND BEHAVIOR GUIDELINES. Should I fail to abide by the guidelines I will be disciplined accordingly.**

**Name: \_\_\_\_\_ has violated the LIBRARY AND BEHAVIOR GUIDELINES by harassing library staff. Patron has been suspended from the library indefinitely.**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Librarian Signature: \_\_\_\_\_ Date: \_\_\_\_\_**