

Code of Conduct

In accordance with this library's Code of Ethics and Library Bill of Rights (see Policies Appendix), our library is committed to providing high quality service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access (a person's right to use a library should not be denied or abridged because of origin, age, background, or views); and accurate, unbiased, and courteous responses to all requests.

This code extends to the users of the library themselves. In an institution devoted to the joy of knowledge and discovery, it is normal and appropriate for the public to enjoy their use of the library. All share a responsibility as well to honor a highly principled code of conduct toward fellow library users and toward the employees and volunteers providing these vital services to the community. Section 51-212 of the Nebraska Statutes specifically gives public libraries the power to regulate the use of the library and to exclude from the library persons who violate or refuse to comply with the library's rules and regulations. In addition, there are federal, state and local statutes prohibiting conduct addressed in this policy.

Our library seeks to serve its function as a place of education, information, and quiet reflection within the community while also functioning as a workplace for library employees. Activities and behaviors that are disruptive, that unreasonably interfere with another patron's use and enjoyment of the library, and that are detrimental to the health, safety and welfare of patrons and staff and to the efficient operations of the library for the benefit of its patrons, are not permitted. The following code of conduct has been adopted for the comfort and protection of the rights of all those using and working in the Schuyler Public Library.

Levels of Enforcement. Without limitation, various prohibited activities and behaviors are delineated below. Any library staff member is authorized to issue informal warnings regarding such conduct. The Library Director or delegated Library Supervisors are authorized to enforce this code and will do so in a reasonable, courteous but firm manner in one of two ways.

A. Progressive Enforcement. Certain activities and behaviors will be subject to progressive enforcement as follows:

- 1) Warning

- 2) Expulsion from all library grounds for remainder of day
- 3) Suspension from all library grounds for one month
- 4) Suspension for one year and/or permanent ban from all library grounds

Progressive Enforcement
Disruptive talking or other noise inconsistent with the intended use of the area
Running, pushing, shoving, or throwing
Abusive or foul language
Misuse of Library furnishings, equipment, or materials
Sleeping on floor, furniture, or grounds
Eating or drinking, except in designated areas and through designated means of disposal
Smoking or using tobacco products in designated outdoor non-smoking areas, not using designated means of disposal
Entering the library barefooted or without a shirt, or being otherwise attired so as to be disruptive to the library environment
Demonstrations, solicitations, or petitions, except in designated areas
Excessive public display of affection
Congregating or otherwise hindering passage in aisles, exits, entrances, or high traffic areas
Abuse of computer procedures and privileges, i.e. using another person's library card
Leaving personal belongings unattended
Littering, bringing in articles with a foul odor, or items that can not be placed immediately beside oneself and would impede the use of the library by others
Staring or uninvited conversations to the point of annoyance
Offensive bodily hygiene so as to constitute a nuisance to others
Unauthorized use of Children's and Teen Rooms
Using audible devices without headphones or with headphones set at a volume that disturbs others
Using cell phones, pagers, and other communication devices in a manner that disturbs others

Neglecting to provide proper supervision of children
Bringing pets or animals, other than service animals necessary for disabilities, into the library, except as authorized
Roller skating, skate boarding on library property, parking bicycles in non designated areas

B. Immediate Suspension and/or Permanent Ban. Certain activities and behaviors constitute contact with and enforcement by the Police Department or otherwise constitute an immediate and more serious threat to the welfare of the library staff and its patrons, and for which the Library Director and/or delegated Library Supervisors are authorized to immediately impose a suspension of one month, one year or permanent ban of an individual from all library grounds.

Prohibited Conduct. In order by level of enforcement, various actions and behaviors include but are not limited to the following:

Immediate Suspension and/or Permanent Ban
Engaging in any activity in violation of Federal, State, local, or other applicable law
Fighting, physical threats or abuse to self or others
Threatening language
Destructive abuse of Library furnishings, equipment, or materials
Being under the influence of alcohol/illegal drugs or selling, using, or possessing same
Intentionally causing a false fire alarm
Smoking or using tobacco products inside the library
Carrying firearms and dangerous weapons of any type (except by law enforcement officers) outside a vehicle
Theft and/or attempted theft of Library property or the property of patrons and staff
Engaging in sexual activity, offensive touching, or indecent exposure
Photographing others without their consent or as authorized

Destructive or illegal use of computers and/or Internet
Trespassing in nonpublic areas
Use of restrooms for bathing or laundry purposes
Stalking or intimidation
Panhandling
Being in the library without permission of an authorized library employee before or after library operating hours
Trespassing after previous suspension or ban

Reporting Conduct. Any patron who witnesses or is a victim of such conduct should immediately inform staff so that this policy can be enforced by a library supervisor or if necessary, so the police can be called. In some cases, witnesses or victims will be asked by library staff for detailed accounts and personally identifiable information, or need to be available for interviews with the police department.

Notice and Appeal. Notice of suspension shall be delivered to that person by personal service or by United States Mail. Notice of permanent ban shall be in the form of a written stay-away notice and shall be delivered to that person by personal service or by mail addressed to that person's last known address. Failure to abide by such notice of suspension or permanent ban shall constitute trespass.

Appeals of one month suspensions may be made to the Library Director who is authorized to reverse, modify, impose temporary restrictions, or affirm the original decision.

In cases involving suspension for one year or permanent ban, the affected person has the right to request reinstatement by the Library Board. Upon receiving a request for reinstatement at a regular meeting, the board shall establish a date for a hearing on the matter. Notice of such hearing shall be delivered to that person by personal service or by United States Mail. The hearing shall be conducted informally. The affected person and Library Director shall present oral or written statements or reasons supporting or opposing the request for reinstatement. Statements by each participant shall be limited to a total time of ten minutes or less. Upon conclusion of the hearing the Library Board may reverse, modify, impose temporary restrictions, or

affirm the original decision. Notice of the determination of the Library Board shall be given to the affected person, either personally or by United States Mail.

Schuyler Public Library – Conduct Policy

Patron Concern Form

Date

Concern initiated by

Address

1. To what policy do you object?

2. To what do you object?

3. What changes would you like to see the library make in this policy?

Signature_____