Winterset Public Library
H-1. Behavior Policy
Approved 11/15/17

The Winterset Public Library is dedicated to protecting the rights and safety of Library patrons, volunteers, and staff. The Library recognizes the need to maintain an environment free from harassment, intimidation, threats to safety and well-being, and in which library resources and facilities are protected from damage.

The library is a space for reading, studying, learning, self-reflection, writing, and listening to electronically-transmitted materials; attending library or community-sponsored events and meetings; and working collaboratively in the spirit of community.

With these intended uses in mind, the Library has established Behavior Rules and associated procedures to protect the rights, health, and safety of patrons, volunteers, and staff; to ensure patrons' use and enjoyment of the library; and to help preserve and protect the library's materials, equipment, and facility.

Library Behavior Rules are established by the Director and approved by the Library Board of Trustees. Library staff is empowered to exercise reasonable judgment in assessing situations and enforcing the Behavior Rules. Depending upon the severity of violations, enforcement may range from a verbal request to stop the violation to removal from the premises and suspension from the Library.

Behavior Rules

Disruptive, threatening, or unsafe behavior will not be tolerated on library property. If a library patron violates the rules listed below, library staff will inform the patron the behavior is inappropriate, and depending upon the severity of the behavior, may either ask that the behavior stop or instruct the patron to leave the library. If the patron refuses to leave, staff will contact local law enforcement. Disruptive behavior on the part of any library patron may result in the suspension of library privileges.

Any person who violates rules 1-5 while on library premises will be immediately ejected and suspended without first being given a warning. Any person suspended will lose all library privileges for a period of a minimum of one year. Criminal incidents will be reported to the appropriate law enforcement agency.

1.   Committing or attempting to commit any activity that constitutes a violation of any federal, state, or local criminal statute or ordinance.

2.   Physical abuse or threat of physical harm; behaving in a threatening, intimidating, or violent manner toward any individual or group; or behaving in a manner that creates the potential of physical injury to oneself or others; or any form of unwanted touching or physical contact of another person.

3.   Property damage: intentionally destroying, damaging, defacing, or vandalizing library property; threatening to damage property.

4.   Sexual misconduct: engaging in any action that is sexually inappropriate or offensive.

5.   Possessing illegal drugs, marijuana, or open or unsealed containers of alcoholic beverages.

Any person who violates 6-12 while in or on library premises may be given a warning at the discretion of library staff; then the person will be required to leave the premises for the day. Subsequent offenses by that person may result in that person's immediate ejection and suspension from the library for a period of up to one year.

6. Intoxication from drugs or alcohol resulting in observable behaviors that pose a risk to self or others or prevent an obstacle to the use and enjoyment of the library by others.

7. Use of the interior space of the library for activities not specifically authorized and arranged through library administration, including but not limited to:
        * Sales, soliciting, marketing, conducting surveys, or similar activities.
        * Distributing leaflets, flyers, or other material inside the library.

8. Use of tobacco or products containing tobacco or use of any form of smoking device inside library facilities or within 15 feet of entryways.

9. Violating the library's Internet and Computer Use Policy.

10. Openly carrying a knife or possessing other weapons or objects that could be used as weapons.

11. Failure to comply with direction given by library staff acting in the performance of their duties or interference with the performance of such duties or other operations of the library.

12. Verbally harassing or intimidating staff, volunteers, or other patrons.

Any person who violates rules 13-17 while in or on library premises will be asked to correct the problem immediately or leave the premises until the problem is corrected. Subsequent offenses by that person will result in that person's immediate ejection and suspension from the library.

13. Sleeping in the library. Exception: young children are exempted from this rule.

14. Improperly using library restrooms, including, but not limited to, bathing, shaving, and washing hair or clothing.

15. Using the library without wearing shoes. Exception: babies are exempted from this rule.

16. Poor hygiene: posing a health, safety, or sanitary risk or having bodily hygiene that detracts from the enjoyment of the library by others or damages library property.

17. Library users must keep packages, backpacks, luggage, or any other personal items with them at all times.

Appeal Process
A patron may appeal a suspension decision by filing a written statement of appeal, including the basis of the appeal. The Library Director has the discretion to reduce a suspension.

A final appeal may be made to the District's Board of Trustees in writing to be reviewed at the next scheduled Board of Trustees meeting. After an open hearing that includes the banned patron and Library Director, the Library Board of Trustees will decide whether to repeal, reduce, or uphold the suspension and will inform the patron in writing within ten days. The decision of the Board is final.

Unattended Children
Unattended children must exhibit adequate maturity to use library facilities appropriately. For details, see Policy on Unattended Children.

Spaces Designated for Youth
Library staff may ask adults using spaces intended for youth to relocate as needed.

H-2.   Unattended and undisciplined children
A. The Winterset Public Library welcomes children of all ages to use Library materials and services. However, the Library staff does not provide supervision of children, except during Library children's programs. The Library is a public place, similar to a mall, and the Library staff cannot monitor the behavior, safety, or whereabouts of all people using the building. Parents should safeguard their children by providing them with appropriate supervision.

B. While in the Library, children under 9 years old must be accompanied and supervised by a responsible person. When unattended children refuse to behave appropriately in the Library, staff-persons are authorized to contact the parents or guardians and enforce Library behavior policies. When parents are present while their children are disturbing others, rearranging books, or getting into things, the staff should approach the parents and inform them of their children's behavior.

C. The Library is not responsible for the care of minor children. Children under school-age should not be left in the children's area without a parent or other responsible caretaker being with them in the children's area. Children younger than 9 years old should not be left in the children's area without a parent or other responsible caretaker being with them in the Library.

D. The Library is not responsible for children left at closing time. If children are not picked up by parents by closing time, Library staff must determine if the children are distressed or at risk of harm. If distressed or at risk of harm, the police will be called, and two Library staff will remain on-site until the matter is resolved by the police.