

## LIBRARY CONDUCT POLICY

All Library users and employees should be free of any threat of harm, invasion of property, or gross indignity. In an effort to protect these rights for all persons, the Clive Public Library Board of Trustees has approved the following rules.

No person shall engage in any conduct that disturbs or interferes with the legitimate use of the library, including, but not restricted to the following:

1. Willfully annoy, harass, or threaten another person.
2. Behaving in a disorderly, loud, or boisterous manner.
3. Interfering with another person's passage within the library or on library grounds.
4. Consuming or possessing alcoholic beverages, or using or possessing controlled substances on library grounds or be under the influence of alcohol or controlled substances in a manner that causes a public disturbance.
5. Possessing any firearm, knife, or any device which could be used as a weapon or other weapon prohibited by City Ordinance or State Statutes.
6. Defacing or destroying library property.
7. Smoking, using tobacco products, and/or all electronic smoking devices on library premises within 25 (twenty-five) feet of the library entrances.
8. Remaining in the library without authorization after regular closing hours.
9. Soliciting funds or panhandle.
10. Interfering with other's use of the library through poor bodily hygiene that is so offensive as to constitute a nuisance.
11. Bringing unauthorized animals into the library except as required by persons with disabilities or as authorized by the Library Manager or Director.
12. Using skates or a skateboard in the library or entrance.
13. Listening to radios or personal entertainment systems either without earphones or with earphones at an unreasonable level.
14. Campaigning, petitioning, interviewing or surveying patrons or staff in a manner that is disruptive to library activities.
15. Willfully exposing patrons and staff to offensive images or language.

16. Engaging in loud or lengthy conversations (including conversations on cell phones) in areas intended for quiet study or public use areas.
17. Interfering with the library's right to maintain a clean, pleasant and safe facility.
18. Using the library's or public telephone for extended periods so that other patrons are prevented from using it as needed.
19. Authorizing of press photography should be done in advance by the Library Manager, Director or City Official.
20. Attaching or use of private equipment to download or obtain website images or to obtain information about other patrons from public access computers, such as spyware.
21. Violating any municipal state, or federal law or code is prohibited.

Enforcement of these rules for persons may take the form of any of the following actions, depending on the severity of the misconduct that will be determined by the staff on duty at the time. These disciplinary procedures are merely guidelines. They are not listed in any particular order and there is no requirement that any particular disciplinary action precede any other action. The library may choose to implement any of the procedures listed, including immediate banishment from the premises, at any time, depending on the severity of the violation.

1. In the case of a minor disruption, the patron receives two warnings. At the third offense, the patron must leave the library for the rest of the day.
2. In the case of any misconduct that, in the judgement of a staff member, is extreme, the offender may receive only one warning, be ordered to leave the building immediately, or the police may be called as appropriate.
3. Patrons causing disruptions on repeated visits will be warned by the Director or designee that they will not be allowed to enter the building if the behavior continues. Patrons who engage in repeated disruptive behaviors that interfere with others' use of the library, or who engage in behaviors that violate City Code or State Statutes, may be permanently banned from the library premises by the Director. An appeal of the Library Director's decision may be made to the Library Board. An appeal to the Library Board must be in writing.
4. Exceptions to the above may be authorized by the Library Director and/or her/his designee.

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