

REDFIELD CARNEGIE LIBRARY RULES OF CONDUCT

Section I: Purpose

To maintain an environment that is safe, secure, and pleasant for all Library staff, volunteers, and patrons.

The Library aims to be an inviting, comfortable, clean, and safe place for browsing Library collections, reading, studying, writing, using computers, and attending programs and meetings. Library users should conduct themselves in a manner that respects other users and Library staff. Behavior that infringes on the rights of Library users and staff are prohibited.

The following rules are established to provide everyone with an equal opportunity to use the Library facilities. Enforcement of these rules will be conducted in a fair and reasonable manner by Library staff and/or law enforcement officers. Failure to comply with the Library's established rules and policies could result in removal from the premises and exclusion from the Library for a period between one day to one year. Violations may also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment.

Individual users have the right to request an administrative review of an exclusion that is for a period greater than two weeks.

Section II: Purpose

The following behaviors are examples, but not a complete list, of conduct not allowed on Library property:

- Failing to comply with a reasonable staff request
- Being under the influence of alcohol/illegal drugs, and selling, using, or possessing alcohol/illegal drugs.
- Using tobacco or vapor products
- Verbally, physically, or sexually threatening or harassing other users, volunteers, or staff, including stalking, staring, lurking, bullying, obscene language, offensive touching, and obscene acts such as indecent exposure
- Stealing, damaging, altering, or inappropriate use of property, furniture, or equipment
- Fighting or challenging to fight, running, roughhousing, pushing, shoving, or throwing things
- Creating disruptive noise and/or disturbances which interfere with others' use of the Library
- Participating in group activities which are disruptive to the Library environment
- Lying down or sleeping
- Blocking aisles, exits, or entrances
- Harassing or discriminating against user, volunteers, or staff based on race, color, religion, national origin, sex, gender, gender identity, sexual orientation, ancestry, or any other protected class

- Selling and/or soliciting for money/items/services, except as authorized by the Library Director
- Trespassing in non-public areas or being in the Library without permission of an authorized Library employee before or after Library operation hours
- Using restroom facilities for purposes other than which they are intended
- Carrying firearms and weapons of any type, unless authorized by law
- Using wheeled devices in the Library including skateboards, skates, bikes, scooters (except for baby strollers and ADA-assistive devices; e.g., wheelchairs).
- Bringing pets or animals, other than service animals, into the Library, except as authorized by the Library Director
- Engaging in any activity in violation of federal, state, local, or other applicable law or Library policy.

Food and beverages in containers with lids are permitted in the Library, except in areas that are posted as being prohibited (in particular, the computer lab).

Children's areas are intended for use by children, their parents or caregivers, and other adults accessing materials in the Children's Collection. Children's areas may not be used by adults as a general reading area. Adults unaccompanied by children and not actively using children's library materials may be asked to use other areas of the library or leave.

Section III: Security Policy

1. Library staff will monitor public behavior.
2. Inappropriate behavior will be addressed with a response proportionate to the severity of the behavior.
3. Enforcement of this policy is the responsibility of all Library staff.
 - a. All staff members will deal with problems they encounter.
 - b. Any staff member has the right to ask other staff for assistance and should provide assistance when requested.
 - c. Any staff member may contact the Spink County Sheriff's Department at any time to preserve their own safety, the safety of Library users, or for assistance in enforcing policy and preserving the Library environment.
 - d. Library staff members who have acted in their best judgement while confronting a person(s) in violation of policies and/or rules will be supported by the Library Director and the Board of Trustees.
4. Response to problems
 - a. The Library Board delegates the authority to ban people from the Redfield Carnegie Library for an extended period of time to the Library Director. Individuals may be banned for a limited time, indefinitely pending some specified legal condition, or permanently. The length of the ban will depend on the following factors as applicable:
 - i. Severity of offense(s)
 - ii. Repetition of offense(s)
 - iii. Likelihood of possible continued offense(s)

iv. Safety of staff and patrons

- b. When an individual is banned, the individual, law enforcement, and all library staff will be notified. Should an individual return to the library in violation of the ban, law enforcement should be notified.
- c. Any staff member may issue a verbal warning or refer a problem to the Library Director.
- d. Any staff member may evict a patron for violation of Library rules or policies. Eviction will be from the Library as a whole and is generally for the remainder of the day. In the case of juvenile patrons, parents or guardians may be contacted first.
- e. Any staff member is authorized to request identification from library users as necessary and appropriate for safety and security, or when Library rules or policies have been violated. Refusal to identify oneself under these circumstances may be grounds for contacting law enforcement. Staff have the right to take photographs of patrons as needed to identify them for security purposes.