

## Conduct in the Library

### Appropriate Behavior

The Newell Public Library has the responsibility to provide a safe and comfortable environment to all citizens when using the Library materials and facilities. We strive to do so with tolerance, fairness and respect. The Library encourages people of all ages to use the Library. Patrons are expected to observe the rights of the patrons and staff and use the Library for its intended purposes. Inappropriate behavior will not be tolerated and those people will be warned or may be asked to leave the Library. The library asks patrons to observe the following standards of behavior:

- No food or drink, unless part of a library program, or as allowed by the Library staff
- Use of alcohol, tobacco, or controlled substance is not permitted
- Cell phones must be turned on 'vibrate' and phone conversations must be kept quiet enough not to disturb others in the library or to disrupt library activities.
- Sound must be turned off while using personal computers within the library
- Abusive, profane, or belligerent language will not be tolerated.
- Annoying, harassing, threatening, disorderly or loud behavior will not be tolerated.
- **Running is not permitted in the library except for organized library events.**
- Picture taking or videotaping of people, except at Library-sponsored events or with the consent of the Library Director or by the patrons involved is not permitted.
- Dress code for those using the library includes: shirts and shoes required, no wet bathing suits, and no roller blades while in the building.
- **Defacing or damaging library materials, furniture, computers or other property is not allowed and may be punishable by law.**
- Removing library materials or property from the building without checking them out or having approval of director is prohibited, and is unlawful.
- **Children age 8 and under must be accompanied at all times by a responsible individual while in the library; unless the child is attending a scheduled Library program.** Responsibility for the safety and behavior of children while in the Library belongs to the parent or caregiver.
- Animals, other than service animals are not allowed in the Library unless part of an organized library event.
- Any behavior or use of the Library that interferes with the Library's stated purpose is not permitted.

## **Enforcement for Inappropriate Behavior**

Enforcement of these guidelines may take the form of any of the following actions, depending upon the severity of the misconduct, which will be determined by the staff on duty at the time:

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- In most cases, persons who are behaving inappropriately in the Library will be given one warning and asked to behave in an appropriate manner.
- People who do not modify their behavior after one warning will be asked to leave the Library for the rest of the day.
- In the event of misconduct that is considered extreme by the Library staff, the offender will be ordered to leave the building immediately or the police will be called.
- Persons who behave inappropriately on a regular basis or who engage in unlawful activities while on Library property may have all or part of their library privileges revoked, or risk being barred from the Library for a period of time, as well as face the possibility of legal charges.