

Ackley Public Library Patron Personal Conduct Policy

Ackley Public Library provides a welcoming, safe, comfortable environment on its premises for patrons of all ages to use the library's materials, furniture, fixtures and equipment. All patrons are expected to observe the rights of other patrons and staff members and to use the library premises for its intended purpose.

Staff should not be placed in the position of supervising children age 7 and under who are too young to be left unattended. Caretakers are responsible for watching children at all times.

Children aged 8 and up may come to the library unattended at the discretion of their parents. Children who are old enough to be left alone in the library are expected to display respectful, appropriate behavior and be responsible for getting themselves to and from the library on their own.

Children without a responsible adult **MUST** know how to reach an adult in case of an emergency, and both child and adult must be aware of library hours. The library staff is not responsible for children who have not been picked up by library closing time.

EXPECTATIONS: All patrons using the library are expected to behave in a way that is appropriate. Therefore, the following kinds of behavior are prohibited:

Any behavior that is illegal.

Any behavior that endangers oneself or others.

Any behavior that is disruptive to the library environment, for example:

Loud talking either to other patrons or on a cellphone

Not using headphones while on the computer with the sound turned on

Abusive language or behavior (to staff or patrons)

Inadequate personal hygiene

Eating or drinking in areas not designated for those activities

Loitering or sleeping on library property

Soliciting or campaigning

Public drunkenness or unauthorized use of alcohol on library property

Any behavior that is threatening which includes, but is not limited to:

Unwelcome touching

Invasion of personal space

Use of a weapon

ENFORCEMENT: Policy enforcement rests on the discretion of staff member(s) when the incident occurs. In cases where a patron, whether juvenile or adult, refuses to leave or staff feels threatened by the patron's behavior, the staff is instructed to call the police at any time.

- First Warning: The patron will be verbally warned that they are not following the Personal Conduct Policy of the library.
- Second Warning: The patron will be asked to leave the library, and if the violator is under 18, the patron's parents will be contacted if contact information is available.
- Third Warning: The patron will be banned from the library for an amount of time to be determined by the Library Director and the Board and a letter outlining the decision will be sent to the patron and their parents if applicable.

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