

## **ALPHA PARK PUBLIC LIBRARY DISTRICT Conduct Ordinance No. 21-7**

It is vital and imperative that all users and staff of the Alpha Park Library feel safe while working and using our facilities and services. Each circumstance of problematic behavior or conduct may be unique, and may require additional steps. However, it is the practice of the Alpha Park Library that no abuse be tolerated and good conduct maintained by all patrons and staff.

The Public Library Act provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the library and providing library services and the specific power to “exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed.” Interpretation of the inappropriateness of print or photo materials, and of terms such as “abusive conduct” and “disruptive behavior” shall be at the discretion of staff members who witness or experience the effects of the infractions and the Director.

Anytime any patron or employee of the Alpha Park Library encounters unwanted physical or verbal harassment that is deemed purposeful and preformed with malice and that is sever in nature, immediate actions can be taken that include temporary banning from the library. It will be at the discretion of the Director to evaluate and enforce appropriate corrective action in situations necessitating urgent response.

During the duration of the enforced corrective action the antagonistic individual may be removed from the property by police force and issued a cease and desist or trespassing citation. This the most sever form of corrective action and is to be used if the antagonistic individual does not comply with the prior corrective actions in place or less sever requests.

Examples of behavior and conduct considered abusive, disruptive, or generally unacceptable, may include, but is not limited to:

- Knowingly and willfully accessing material depicting offensive and/or explicit sexual conduct which lacks a high level of artistic, political, or scientific value, and which may be construed as harassment by other patrons and/or staff
- Speaking abusively to patrons or staff
- Destroying, vandalizing, or defacing library materials and furnishings, including outdoor landscaping, signs, and benches
- Profanity or other inappropriate language for a public place
- Over-loud use of cell phones, including inappropriate language for a public place
- Committing assault or battery on any person on library property
- “Panhandling” or soliciting from patrons and/or staff
- Displaying drunkenness in such a way as to interfere with staff or patron activities
- Loitering, except for waiting for transportation

- Use of skateboards, skates, or bicycles on sidewalks and/or in such a way as to be considered dangerous and disruptive

The Board of Library Trustees of the Alpha Park Public Library establishes its conduct ordinance as follows:

Section 1.

A patron who engages in any activity which materially disrupts the use of library facilities, collections, or services by patrons or materially disrupts the ability of the staff to perform its duties shall cease such activity immediately upon request by library personnel.

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Section 2.

In such instances involving minors, identification will be requested and the incident may be reported to the parent or guardian. Any child age 7 or older may use the library unattended by an adult; children under the age of 7 must be accompanied and supervised by an adult who will be accountable for their child's (or children's) behavior.

Section 3.

If, following a request, the patron fails or refuses to comply or responds to the request in an abusive fashion, they will be required to leave the library premises immediately for the balance of that calendar day. If they fail to leave, the police will be summoned.

Section 4.

Library personnel will record all instances in which patrons are required to leave the library in an incident report. All incident reports will be kept digitally to meet record management specifications.

Upon the second (2<sup>nd</sup>) recorded instance in which a patron is required to leave the library premises within a thirty-day period, the Director shall bar the patron from use of library premises for a period of thirty days. It is customary that upon the second notification of the infraction, written and explicit documentation be provided to the patron, as well as the Director. This documentation will serve as written record of notification to the patron.

Parents or guardians of minors will be notified in writing after the second (2<sup>nd</sup>) recorded instance in which a minor is required to leave the library and advised of

the consequences of any further recorded instances, including exclusion from library property.

Section 5.

Parents/guardians wishing to appeal such action may do so upon written request to the Board of Library Trustees.

Section 6.

In the event a patron barred from the use of the library attempts entry to the library during any such period of exclusion, they shall be reminded of the ban, and should they then refuse to leave the premises immediately, the police will be summoned and informed of the prior action. The police may remove any offender, as needed.

Section 7.

In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the Director shall report to the Board of APPLD Conduct Ordinance  
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Library Trustees shall conduct review following prior exclusion. The Board will consider a long-term exclusion of that patron based on the Director's recommendations.

Section 8.

A patron wishing to appeal such action may do so upon written request to the Board of Library Trustees.

Section 9.

Underage children should not be left at the library past closing hours. If a child is left at closing, a librarian and one other staff member will wait with the child until she or he is picked up. Staff will make all reasonable attempts to contact parents or guardians to secure transportation. Every attempt will be made to avoid police involvement. After 20 minutes, the staff may call the police to assume responsibility for the child. Children will be assured that police involvement is for their (the children's) safety. Note: Under no circumstances will a staff member provide a ride for a child left after closing hours.

Section 10.

Under any and all circumstances involving misbehavior or leaving children after closing hours, staff will submit a written incident report to the library director as soon as possible.

Section 11.

This Ordinance shall take effect immediately upon enactment and approval according to law and be in full force and effect thereafter. A copy shall be posted

within three days of enactment at the library and the secretary shall maintain a certified copy in the official records of the library available for public inspection.

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President

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Secretary

Adopted by the Alpha Park Public Library Board of Trustees October 17, 2011.

Assigned new Ordinance number and approved by the Board of Trustees December 15, 2014.

Reviewed and assigned new Ordinance number and approved by the Board of Trustees August 16<sup>th</sup> 2021.

