

**TITLE: Behavior (Personal) for Library Users & Staff**

**EFFECTIVE: 7/26/05**

**REVISION: 7/01/09**

**APPROVED BY: Board of Trustees**

**PURPOSE:** To establish a guideline for the protection of library staff, users, and property.

**POLICY STATEMENT:** Individuals who use the Eastern Oklahoma District Library System's branch library facilities, equipment and resources do so at the discretion of EODLS. It is expected that patrons respect the facility, equipment and staff and behave appropriately. Any destructive, illegal, threatening or other inappropriate behavior will be addressed and may be reported to local law enforcement officials. The EODLS reserves the right to limit or restrict an individual's use of the library and its systems.

**The attached "Notice" is posted in each Branch Library.**

**PROCEDURES:**

EODLS will not tolerate destructive, threatening, illegal or other inappropriate behavior. Examples of inappropriate conduct and EODLS response are outlined below.

**Destruction/tampering with library property or private property on library premises:**

Individuals who destroy or tamper with the facilities and property of EODLS or the property of library users and staff present at library sites will be reported to law enforcement authorities immediately. If the individual(s) involved do not leave the property at the request of the library staff, a staff member will request that attending law enforcement authorities escort the individual (s) from the library property. The library manager, in consultation with the EODLS administration, will determine the extent of the sanctions. Sanctions may include a range of interventions up to and including the withdrawal of library privileges, barring library visits or pressing charges.

**Endangerment:** Individuals who behave in ways that endanger any staff member or other library user will be reported to law enforcement officials and will be removed from the premises. The individual(s) may be barred from the library for a period to be determined in consultation with library administration.

**Abusive action or language:** Individuals who verbally or physically threaten any staff member or other library user, or individuals who are disruptive to the extent that it halts the normal conduct of library business will be reported to law enforcement officials immediately and staff may request the removal of the offending individuals from the premises. The individuals may be barred from future library use/privileges *for a week*.

**Illegal activities:** Individuals who make illegal use of the resources of the library, including access to internet sites and resources the appeal to prurient interests or child exploitation, will be subject to immediate interruption of their activities and may suffer consequences up to and including barring the individual(s) from the library and its use. Such incidents will be reported to law enforcement officials *and library privileges will be revoked for a month*.

**Interference with other users, interference with minors:** Individuals who attempt to make personal contact with others, including minors, for purposes of illegal or illicit behavior in an EODLS library will be reported to law enforcement officials immediately and will be subject to disbarment from the library and its use privileges *for one year*.

Individuals who use library computers to make contact with others, including minors, for illegal or illicit purposes, or individuals who attempt to entice minors for any purpose, including illicit or illegal behavior, through on-line contact from a library computer location will be reported to law enforcement officials immediately and may be barred from future use of the library and its privileges *for one year*.

**Investigation procedure:** Library administration and managers are authorized, and may authorize staff, to cooperate with the proper investigation of complaints. Proper investigations will include adherence to the library's privacy and freedom of information policies. Proper investigation will include a search warrant when, in the conduct of a proper investigation, it appears necessary to override the library's freedom of information and privacy policies. Library staff will continue to operate within the library's policies until directed to do otherwise by the library administration or the site manager acting under the authority of the library district administration.

**Staff Procedure:** *When a patron violates library rules to the extent of being banned from the building/grounds of the library, staff will change the patron's B-type to BP and notify the Director with an Incident Report Form.*

## Notice to all Library Patrons

Individuals who use the Eastern Oklahoma District Library System's branch library facilities, equipment and resources, do so at the discretion of EODLS. It is expected that patrons respect the facility, equipment and staff and behave appropriately. Any destructive, illegal, threatening or other inappropriate behavior will be addressed and may be reported to local law enforcement officials. The EODLS reserves the right to limit or restrict an individual's use of the library and its systems.

The library will take prompt corrective measures in the event of any of the following incidents. Corrective measures may include, but are not limited to: requesting the patron to leave the property, barring of library visits, withdrawing of library privileges, reporting to local law enforcement officials, and pressing formal charges:

Destruction of or tampering with library property

Destruction of or tampering with private property of library staff or patrons

Endangerment of any staff member or patron

Verbal or Physical threats to any staff member or patron

Behavior disruptive to the normal operations of the library

Any illegal activities, including but not limited to:

- \* Illegal use of resources

- \* Accessing internet sites/resources of a pornographic nature; those dealing with child exploitation, or others potentially criminal in nature

- \* Attempting to make personal contact with others, including minors, for purposes of illegal or illicit behavior

- \* Using the library's computer to make contact with others, including minors, for illegal or illicit purposes

- \* Use of or being under the influence of alcohol or drugs