

## **PATRONS RIGHTS, RESPONSIBILITIES AND CONDUCT POLICY**

The right to use the Presque Isle District Library (hereafter referred to as Library) is extended to all persons without discriminatory restrictions because of age, race, creed, color, sex, handicap or disability. This right shall not be abridged or denied. To guarantee this right for all persons, no library patron shall engage in conduct by the following rules by the Library Board of Trustees. The following list outlines unacceptable conduct; it is cited by way of illustration and not limitation.

It is the charge of the staff of the Presque Isle District Library to see that the rights of the individual to use the library are upheld. The library staff is obligated to enforce these rules so that the facilities can be used to the fullest by all persons.

On the library premises, the violation of any federal or state statute or local ordinances shall also be regarded as a violation of library policy. Persons in apparent violation of federal or state statutes or local ordinances shall be reported to the police or sheriff's department.

*The following activities are prohibited in the library:*

- Drug use, smoking and drinking alcohol
- Inappropriate or inadequate attire (shoes and shirts required) as determined by library staff
- Damage or defacing public property
- Improperly removing library materials or equipment
- Harassing, intimidating, or using hurtful language as determined by library staff and includes staring, photographing, following, stalking, or threatening library users or staff while in the Library or on Library property so that it interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited
- Persist in extremely loud and aggressive behavior
- Offensive body odor due to poor personal hygiene, overpowering perfume, or cologne that causes a nuisance.
- Loitering on the library premises under circumstances that warrant alarm for the safety or health of any person or property in the vicinity
- Remain on the library premises after closing hours unless previous arrangements have been made.
- Selling merchandise on Library property without prior permission from the Director

- Misuse of restrooms, including laundering, sleeping, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited.

Failure to follow these rules could result in a suspension from the library by the Director. Patrons have the right to appeal any suspensions in written form to the Library Board within three days of the suspension. The Library Board will hear the matter at the next regularly scheduled meeting and issue a decision.

### Food and Beverages

Food may only be consumed when part of a library program. Drinks must be covered containers and may not be near the public computers.

### Petitions and Solicitations

Petitions and solicitations are not permitted except for the following:

- Fundraising projects conducted by the library Friends' groups

### Postings/Notices/Bulletin Boards

The Library bulletin board is to be used for posting or notices:

- Library business or activities
- Public service items of educational or cultural interest to the community.

All notices intended for posting on the Library bulletin board must contain the following:

- Name of organization or person requesting the posting.
- Address and telephone number of organization or authorized representative.

Notices may be removed after two weeks, when no longer timely or when space is required for more current notices.

Notice size can be restricted if deemed necessary to maximize available space.

The Library does not necessarily advocate or endorse the viewpoints of organizations permitted to post notices on the Library bulletin board. The Library accepts no responsibility for loss or damage to any item accepted for postings.

Postings and notices may be removed or denied by the Library Director based on the above criteria. Removals may be appealed to the Library Board within three days of the removal or denial. The Library Board will hear the matter and make a decision at the next regularly scheduled meeting.

## **SUPERVISION/UNATTENDED CHILDREN'S POLICY**

Libraries are a public space. This policy conforms to the Child and Family Services Act that states children under age 10 should not be left alone. Parents have a legal responsibility to ensure that their children under 10 years of age are safe. Young babies and small children must be looked after at all times.

*The Library is not responsible for children left alone without proper supervision.*

Parents/guardians/caregivers must be aware and responsible for the actions of children in their care while in the library. Caregivers must be age 13 to accompany a child under age 10. Adults must be actively engaged in supervising children under the age of ten (10) which involves the following:

- Staying in the same room or area of the library with the children under the age of ten (10)
- Preventing children from running, climbing, yelling, throwing things or other disruptive behavior, and working with children on the computers.

If a child (age 10 and younger) is left unattended at any time, or if a child (age 13 or younger) is left in the library at closing time, staff will attempt to contact the parent or guardian. If staff is unable to contact the parent/guardian within a reasonable amount of time, the local police will be contacted. A staff member shall stay with the child until the parent/guardian or proper authorities arrive. *Staff members are not to transport the child to another location.*

## **INCIDENTS**

If an incident occurs on library property (inside or outside) it should be promptly reported to the library staff and may be reported to the appropriate authorities. An "Incident Report" must be filled out with the date, time, name of those involved, their address and phone number, parents name along with a description of the accident and their injuries including any action taken.

Incidents to be reported include, but not limited to:

- Damage to building interior/exterior.
- Damage to furniture or equipment.
- Patron accident/injury.
- Staff accident/injury.
- Theft of library property.

The "Incident Report" can found following this policy.

## **CONDUCT**

Members of the public are to conduct their selves at all times in a manner that does not interfere with others and that is in keeping with the nature of the libraries programs and services. The library provides areas for the public to study select and examine library materials, or to participate in the library programs and/or meeting. Any activity not connected with these purposes is inappropriate. Anyone who disregards these purposes is subject to removal from the premises and/or restriction of library privileges.

Library patrons are welcome to discuss concerns about their rights, responsibilities, and conduct with the library Director. Should the concern remain unresolved, they are welcome to request consideration at a library Board meeting by writing a letter to the library Director or the library Board Chairman.

Copies of the “Patron Rights, Responsibilities and Conduct Policy” are available upon request.

**Adopted: November 9<sup>th</sup>, 2016**

**PRESQUE ISLE DISTRICT LIBRARY  
Incident Report**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Parents Name (if under 18): \_\_\_\_\_

Date of Birth (if under 18): \_\_\_\_\_

Describe the incident:

Describe injuries:

Describe any first aid administered:

Other action taken:

Signature of Person Reporting Accident: \_\_\_\_\_