

# **Fort Dodge Public Library**

## **Conduct in the Library**

### **Purpose**

The Fort Dodge Public Library supports the rights of all individuals to:

- Friendly, courteous, and respectful service.
- Free and equal access to information.
- Privacy and confidentiality in their use of library services and collections.
- A clean, comfortable, and pleasant environment.
- Use of the library and its services undisturbed without threat of harm, interference, or discrimination.

Use of library facilities and resources implies acceptance of its Conduct Policy, which are based on these basic principles:

- Respect other patrons and their right to have a positive experience of the library.
- Respect staff members whose responsibility it is to help you get the most from your library experience and to maintain a safe a comfortable atmosphere for everyone.
- Respect all library facilities, materials, computers, equipment, and resources, and understand and follow rules related to their use.

### **Expectations of Patrons in the Library**

- Act legally and ethically by demonstrating respect to library staff and fellow users.
- Follow all local, state, and federal laws and policies.
- Use library cards appropriately. An individual may only use their own library card to access library computers, to check out materials or to use online resources.
- Use all collections, equipment, facilities, and furniture on the premises for their intended purposes.
- Converse, play, use audible devices and/or collaborate in places that are not designated as quiet areas at a volume that is respectful to other library users.
- Limit noise including conversations and use of audible devices in places designated as quiet areas.
- Cell phone ringers should be set to silent or vibrate and cell phone conversations, when necessary, should be conducted at a reasonable volume in a study room, the lobby or outside the building.
- Provide proper supervision of children at all times. A parent or caregiver is responsible for the safety, behavior and well-being of their children on library property. (See Unattended Child/Safe Child Policy)
- Dress appropriately including keeping your upper and lower body and feet covered at all times.
- Maintain proper personal hygiene so as not to offend others with strong, pervasive odors including body odor and odors caused by cologne, tobacco or alcohol.
- Share library equipment and furniture so that no one person monopolizes library property or prevents others from using them.
- Cooperate with staff and allow belongings to be searched in order to prevent unauthorized removal of library materials and equipment.

## **Things Patrons May Not Do**

- Interfere with another person's enjoyment of library services and facilities.
- Use seating in the Children's Department if you are an adult and unaccompanied by a minor. You may use seating available in all other public areas of the library.
- Bring animals into the library except for service animals necessary for those with disabilities. (See Animals in the Library Policy)
- Consume food or beverages except for those non-alcoholic beverages in lidded containers in any public areas of the library other than the meeting rooms.
- Sleep on library premises or exhibit the appearance of sleep (except for attended children).
- Move chairs, tables, equipment or other furniture without staff permission.
- Use bathrooms for unreasonable or unintended purposes including bathing and laundering/rinsing items.
- Deposit litter/trash anywhere other than in garbage receptacles provided.
- Engage in sexual activity of any kind or cause sexual harassment or indecent exposure anywhere on library property.
- Smoke or use tobacco products on library property. (See Tobacco Free/Nicotine Free Policy)
- Consume, possess, or be under the influence of illicit or intoxicating substances on library premises.
- Harass, intimidate, or discriminate against any library staff member or patron including cursing, campaigning, unwanted recruiting of any type, or sexual or physical threats.
- View sexually explicit images on the Internet using any computer or mobile device or violate the library's Internet Access and Use Policy.
- Leave packages, backpacks, purses or any other personal items unattended. Personal property must be within sight of the owner.
- Congregate on library premises in a manner that obstructs access to or interferes with use of library facilities or services or where such activity is likely to result in an unsafe or intimidating environment. This includes solicitation and panhandling as well as distribution of leaflets or unauthorized notices.
- Conduct media or commercial photography or filming without prior permission from a member of the library's management team.
- Bring or use outdoor and/or sporting equipment in the library.

## **Enforcement**

Library staff members have the authority to decide what is considered appropriate behavior and to enforce this policy. Inappropriate behavior as outlined above or the commission of any crime on library property will have consequences. Patrons may be asked to leave the library premises immediately. In addition, a patron may be barred from library premises temporarily or permanently depending on the severity of the offense. To enforce these policies, library staff members are authorized to call for police assistance or take any other measures reasonably appropriate and necessary.

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