Baldwin City, KS Date: 11/12/2020

Baldwin City Library

SUBJECT: **PATRON BEHAVIOR**

1. **GENERAL RESTRICTIONS**

The library shall adopt staff procedures that deal positively with issues of security and safety.

 Shoes and shirts must be worn.

Masks covering the mouth and nose must be worn in pandemic situations when notices are posted on the library doors. Timelines for implementing a mask requirement will be determined by recommendations and directives from state, county, and local governments in coordination with health authorities.

 Roller blades will not be allowed.

 Privileges may be limited for the following reason:

 Damaging library property

 Stealing library materials

 Threatening or physically harming staff or patron

 Harassment or abuse in any form toward staff or patrons

1. **ADDITIONAL ACTIVITIES NOT ALLOWED IN THE LIBRARY**

Eating (closed cups are allowed).

Playing of audio equipment so that others may hear it

Smoking or vaping

Carrying a weapon into the library unless authorized by law. Any patron authorized to carry a weapon must notify library staff.

Bringing animals into the library except those needed to assist a patron with a disability or for use in a library sponsored program that has been authorized by the Director.

Misusing or defacing the restrooms.

Leaving a child under the age of eight (8) unattended in the library.

Talking loudly, making noise or engaging in other disruptive behavior.

Interfering with another person’s use of the library or with the library personnel’s performance of their duties.

1. **UNATTENDED CHILDREN**

Parents may not leave children under age eight unattended in the library. Parents or care-givers are responsible for their children’s behavior in the library.

Disruptive children are defined as children who are violating the library rules and regulations as defined in library policy. Disruptive children will be asked to leave after receiving one warning and after parents have been notified.

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**4.0 CELL PHONE POLICY**

In order to provide an environment that is conducive to study, research or recreational reading in the library, the Baldwin City Library asks that you observe the following courtesies while in the library.

* 1. Turn cell phones off or set to a silent mode while in the library.
	2. Use cell phones only in the designated area which is the library foyer. Signs are posted reminding patrons that this the proper place to use cell phones. Anyone receiving or making a call should go to the library foyer. Please speak in a quiet voice while on the phone.
	3. Cell phone use is prohibited in all other public areas of the library.
	4. Library patrons can contact a library staff member to report inappropriate cell phone use. The library reserves the right to ask anyone to leave the library if he/she is using a cell phone in a prohibited area or disturbing others in the library.
1. **CONSEQUENCES OF VIOLATIONS**

Engaging in any prohibited behaviors may result in one or more of the following consequences, depending on the severity of the violation.

* Initial warning: Patron notified of the policy and asked to correct the behavior. Patrons persisting with prohibited behavior may be asked to leave the library for the remainder of the day.
* Library suspension: If a patron violates library policy for patron behavior on a subsequent occasion, library privileges may be suspended for up to six months depending on the severity of the violation. The length of suspension will be determined at the discretion of the Library Director.
* Law enforcement may be called and appropriate legal action may follow including trespassing charges if a patron returns to the library during the suspension period.

 Patrons who are suspended from the library for a period exceeding one month may

 Petition to have their suspension reviewed by the Board of Trustees.

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