

ROLFE PUBLIC LIBRARY BEHAVIOR POLICY

A. Purpose of Policy.

The Rolfe Public Library will provide a safe, comfortable environment that is conducive to the use of library materials either by individuals or small groups.

II Expectations of Library Users

Patrons using the library are expected to behave in a way that is appropriate to the library's purpose as stated above. Therefore, the following kinds of behavior are prohibited and the patron will be asked to leave.

- A. Any behavior that is illegal.
- B. Any behavior that endangers oneself or others.
- C. Any behavior that is disruptive of the library environment.
- D. Any behavior that is abusive of staff members or patrons.
- E. Any use of the library that interferes with the library's purpose.

I. Responsibility For Enforcing This Policy.

The primary responsibility for enforcing this policy rests on the librarian in charge of the library when an incident occurs. All librarians have responsibility for enforcing the policy.

IV. Procedures

- A. Librarians are to use their best professional judgment when enforcing this policy.
- B. The goals of staff action will be to curtail a patron's inappropriate behavior, and to encourage the patron to behave appropriately in the library.
- C. Response to any incident should occur as soon as possible after the incident begins.
- D. Except in cases where the librarian feels in physical danger, they will discuss the inappropriate behavior with the patron, suggest alternatives, and, if necessary, state the consequences of continued inappropriate behavior.
- E. In cases where an illegal or highly dangerous incident occurs, the librarian in charge is authorized to call the police/sheriff.
- F. In cases where a juvenile refuses to behave appropriately in the library, the librarian in charge is authorized to call the juvenile's parents.
- G. In cases where a patron continues to behave in an inappropriate manner after the librarian has warned the patron that such behavior is inappropriate, the librarian in charge is authorized to tell the patron to leave, and to call the police/sheriff if the patron refuses.
- H. Any patron that has been temporarily banned from the library will be asked to sign a Behavior Procedures Form. If patron then violates any procedure, they may be banned permanently from the library. If the patron refuses to sign the Behavior Procedures Form, the librarian will make note on the signature line in lieu of the patron's signature. If the patron wishes to appeal being banned, the can request to meet with the board of trustees at the next regular board meeting.
- I. Pets are not allowed in the library.

**ROLFE PUBLIC LIBRARY
BEHAVIOR PROCEDURES FORM**

Patron's Name _____

Date of Incident _____ Librarian _____

Behavior Policy Violated:

- _____ Patron was warned for inappropriate behavior by Librarian and patron continued inappropriate behavior.
- _____ Patron refused to leave the library when requested.
- _____ Patron's behavior was illegal.
- _____ Patron's behavior endangered oneself or other patrons in the library.
- _____ Patron's behavior was disruptive of the library environment.
- _____ Patron's behavior was abusive of library staff members.
- _____ Patron's behavior was abusive of other patrons.
- _____ Patron's use of the library interferes with the library's purpose.
- _____ The county sheriff was called because patron refused to behave appropriately or refused to leave.

I understand that my behavior was not appropriate in the Rolfe Public Library on the above date. The Rolfe Public Library's goal is to provide a safe, comfortable environment for all patrons. I understand that if I violate any procedure in the future that I may be banned permanently from the Rolfe Public Library

Patron's Signature _____

Date _____ Librarian _____