

## **ESTHERVILLE PUBLIC LIBRARY BEHAVIOR POLICY**

The Estherville Public Library is designed for the use of all members of the public who wish to read, study, research, attend programming and utilize library materials. Patrons have a right to use the library undisturbed and library employees have the right to work without undue interference.

No person shall engage in any conduct which disturbs or interferes with the legitimate use of the library, including – but not restricted to – the following:

1. Willfully annoy, harass, threaten, or invade the property or personal space of another person.
2. Cause an auditory disturbance through the use of electronic devices or behavior that is at a volume level considered disruptive to others.
3. Consume or possess alcoholic beverages, or use or possess controlled substances on library grounds or be under the influence of alcohol or controlled substances in a manner that causes public disturbance.
4. Endanger the safety or health of others.
5. Violate any local, state or federal law within the library.
6. Vandalize or cause deliberate destruction of library material.
7. Engage in theft of library materials or the personal property of other users or library staff.
8. Solicit funds or “panhandle.”
9. Bring food or drink into the library that causes a nuisance to others, or creates mess or damage within the facility. Patrons will be held responsible damage caused by food or drink, will be directed to designated areas for meals, and will be encouraged to have lids on beverages.
10. Remain in the library after closing hours.
11. Interfere with others’ use of the library through offensive hygiene, odor or scent that constitutes a nuisance.
12. Bring animals into the library except for service animals necessary for those with disabilities under the American Disabilities Act. Service animals are defined as “any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability” (28 CFR 35.104) and also as any animal which is under control and specially trained to assist a person with a disability (Iowa Code Section 216C.11). The handler of the service animal must be in control of the animal at all times. The service animal may not interfere with the enjoyment of the other library patrons. Animals are allowed in the library for approved library programs.
  - a. Note: Staff may not inquire about the person’s disability. It is safe to ask the following:
    1. Is the dog a service animal required because of a disability?
    2. What work or task is the service dog currently in training to do or has been trained to do?
13. Utilize bikes, skateboards, roller blades or any footwear that might cause damage to flooring or become a safety hazard.
14. Willfully expose patrons and staff to offensive images or language
15. Enter the facility without appropriate attire (shoes and shirts required)
16. Sleep within the facility (except for attended children). Staff will assume that medical assistance may be required and will contact appropriate authorities if unable to rouse the individual, or if the behavior is repeated.
17. Interfere with the ability of the staff to maintain a clean, pleasant and safe facility.

Those who violate the policy will be handled according to the following procedure:

- a. **Warning:** In most cases, users who behave inappropriately in the library will be given one warning and asked to behave in an appropriate manner. Staff on duty have the authority to ask the offending person to leave the premises without offering a warning, if necessary.
- b. **Expulsion:** Users who refuse to behave more appropriately after one warning will be asked to leave the library. Future use of the library may be denied.
- c. **Calling the police:** If staff cannot gain compliance, local authorities will be called. Library privileges may be revoked thereafter at the discretion of the Director.

**Approved: 06/2011**

**Reviewed: 7/12/2016, 6/6/2018, 9/1/2020, 10/2023**

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