

Section A 7

A7 Patron Behavior

Daviess County Library strives to provide the highest level of service to all library patrons. In order to foster an environment in which all patrons are able to use the library's resources, services and programs as effectively as possible, we require that all patrons comply with the following rules of conduct.

- Talking on cell phones is allowed in the library foyer but is prohibited inside the library. Texting is allowed.
- Patrons may not behave in a disorderly or disruptive manner. The use of profane or threatening language or other harassment of library users or library staff will not be permitted.
- Weapons are prohibited on library property.
- Smoking and the use of smokeless tobacco is not permitted on library property.
- Selling, soliciting, panhandling, or loitering on library premises is not permitted.
- Petitioning inside library buildings is prohibited. The circulation of petitions outside library facilities may not impede the free access of the public to Library buildings and resources.
- Patrons are expected to abide by established time limitations for the use of public access computers and other equipment and must observe the library's internet use policy.
- Patrons should leave the library promptly at closing time.
- Parents are responsible for the behavior of their children while they are on library property.
- Patrons of any age with cognitive, physical or emotional impairments who require supervision should be accompanied by a parent or caregiver at all times.
- The teen and children's areas of library facilities are designed for children, teens, their families and caregivers. Use of these areas by adults who are not parents, guardians, teachers or caregivers may be restricted to ensure that children, teens and their families have adequate access to the resources provided specifically for them.
- Animals are not permitted on library property except service animals or when used in conjunction with library programs.
- Vandalism of library facilities, equipment or materials will be prosecuted.
- Library materials must be properly checked out before being removed from the building.
- Any patron neglecting personal hygiene so that it is offensive and constitutes a nuisance to other patrons may be asked to leave library property.
- Bathing, shaving, or washing clothes in public restrooms is not permitted.

- The use of skateboards, roller blades or scooters is not permitted on Library property. Bicycles are not permitted inside the library.
- Engaging in any illegal activity or behavior will be reported to proper authorities.

Library staff reserves the right to expel any person whose behavior is judged to be disruptive or inappropriate to the Library environment or prevents effective use of the Library by other customers.

Persons who fail to observe this code will be asked to leave the building or will be subject to arrest.

(Revised and Approved, 2/27/2014)

A7.1 Behavior Report

Date: _____

TO: _____

When it is brought to my attention that a patron is disrupting library activities or disturbing other patrons in the library, it is my responsibility to make the patron aware of the problem and hopeful correct the situation.

It has been reported by library users on different occasions that you have violated one the following issues addressed in our Behavior Policy.

- Using cell phone in library
- Disorderly or disruptive manner
- Neglecting personal hygiene
- Not responsible for behavior of your children

We respect you and your patronage at the library and want to continue to serve you. We hope you respect the concerns voiced by other patrons and will help us to correct this situation.

Library Director
Davie County Library

A7.2 Unattended Children

Davie County Library welcomes children to use its facilities and services. The responsibility for the care, safety, and behavior of children using the library rests with the parent/guardian or caregiver. The library staff shall not be liable for children left unattended in or on its property. Library staff members cannot supervise children nor act as a substitute for daycare.

Children under the age of 9 must be directly supervised by a parent/guardian, unless prior arrangements are made with the Library Director. Direct supervision means that the child is within the sight range of the responsible caregiver at all times.

All unattended children over the age of 9 should have the telephone number of someone who can assist them in an emergency. The library staff cannot take responsibility for the care of a child. Children of any age using inappropriate behavior will be informed of library rules. If inappropriate behavior continues, the child shall be asked to leave the library.

If a child is found without a parent/guardian or caregiver, or is disruptive or distressed, library staff will:

- a) attempt to comfort the child, if needed.
- b) locate the parent/guardian or caregiver in the library.
- c) make every effort to contact the parent or caregiver who is not present to come and pick up the child.
- d) call local police if the parent/guardian or caregiver cannot be located or has not retrieved the child within 30 minutes of being contacted.
- e) file an Incident Report
- f) never transport any child from the library to another location.

A7.3 Incident Report

To be filled out by library staff

Date & time of incident _____

Full names of those involved _____

Address(s) _____

Telephone number(s) _____

Nature of the injury _____

Location of the incident _____

Brief description of the circumstances _____

Name (and if necessary, address)witnesses _____

Name of staff personnel making this report _____

A7.4 Supervised Family Visit Policy (adopted 20SEP2018)

- All members of the visit will be expected to conform to the same rules of conduct as all other patrons. **See Library Policy-Section A7—Patron Behavior and Section A7.2—Unattended Children**
- Inappropriate behavior will NOT be tolerated. This includes but is not limited to: Running in the library; use of voices/devices that disturb others; expression of anger/aggression; playing chase, tag, etc.
- If a separate meeting room is needed the Conference Room may be reserved or community Room rented, respectively, according to policy. **See Library Policy-Section A13—Library Spaces; Section A13.1—Community room; and Section A13.2—Conference Room**