

Garrison Public Library

Conduct Policy

The Garrison Public Library is committed to providing a comfortable, safe environment for study, research, learning and fun. All patrons have the right to use the library undisturbed. Patrons and staff are expected to be courteous, show kindness and be respectful to each other.

In order to provide this environment, the library asks patrons to observe the following standards of behavior:

- Sound must be turned off on cell phones, tablets and laptops. If you wish to listen to something on them, please use your headphones.
- Please step into the lobby or outside to talk on cell phones.
- Children under kindergarten age must be accompanied by a parent or responsible adult.
 - It is the responsibility of parents/guardians to:
 - Stay with children under kindergarten age
 - Encourage proper behavior while at the library
 - Cooperate with the staff if their child is disruptive or interferes with or endangers others.
 - The Library staff respects the rights and privacy of all library patrons. Library staff may intervene when children are left unattended, and problems of safety, disruptive behavior, or well-being occurs. Library staff will follow established library procedure for the protection of the child or to maintain an environment free from disruption.

- Food or drinks are not allowed except at the discretion of the Library Director or staff. If allowed, patrons are expected to clean up after themselves. Food is allowed in the Activity Room.
- Use of alcohol, tobacco, electronic cigarettes, or controlled substances is not permitted in the library or on its property.
- Running, rough housing, excessive screaming or loud talking is not permitted in the library.
- Belligerent, abusive or profane language will not be tolerated.
- Animals, other than service animals, are not allowed in the Library, unless authorized by the Director.
- Skates or skateboards will not be used in the library.
- Bikes should be parked in the bike rack and not blocking the walkway or entrance of the library.
- Stalking, harassing or intimidation of patrons or library staff anywhere on library property is prohibited and may be punishable by law.
- Vandalism or deliberate destruction of library materials, furniture, computers or other property is not allowed and may be punishable by law.
- Theft of library materials/property or the personal property of other patrons and staff is not only prohibited, it is unlawful.
- Indecent exposure, as defined by the Code of Iowa, is unlawful.
- Sexual harassment, defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, will not be tolerated.
- Violation of any municipal, state or federal law or code is prohibited.

ENFORCEMENT

Enforcement of these guidelines may take the form of any of the following actions, depending upon the severity of the misconduct, which will be determined by the staff on duty at the time:

- In most cases, anyone not acting in a respectful manner will be asked to correct their behavior. If it is not corrected, that person will be asked to leave immediately, for the rest of the day, by the Library staff member in charge.
- In the event of misconduct that is considered extreme or illegal, by the library staff, the offender will be ordered to leave the building immediately and/or the police will be called.
- Persons who behave inappropriately on a regular basis or who engage in unlawful activities while on Library property may have all or part of their library privileges revoked or risk being barred from the Library for a period of time, as well as face the possibility of legal charges.

The Librarian in charge has the authority to decide when behavior is not tolerable or if the police need to be called.