

<b>Title</b>	<b>Patron Behavior</b>
<b>Prepared by</b>	Policy Committee, Jan. 2007
<b>Date Approved</b>	February 19, 2007; 03/10/2014
<b>Amendment Prepared by:</b>	Policy Committee 2/24/14

**PURPOSE:** To protect the rights of individuals who are in the Library to use materials or services, to assist staff members in conducting Library business efficiently, and to preserve Library materials and facilities. *Patrons are expected to behave in a responsible, appropriate and non-disruptive manner when using the Library. Any activity or behavior that interferes with the ability of other patrons to make use of Library resources and services is not permitted. This policy applies to patrons of all ages.*

**REFERENCES:** *The PA Library Code*, Act of June 14, 1961, P.L. 324 as amended, particularly sections 415, 426, 427 (Attached)

**STATEMENT OF POLICY:**

1. *Library staff will make the determination of whether a particular activity or behavior is disruptive and intervene to stop any disruptive activity or behavior.*
2. Library patrons are expected to use the Library, including its facilities, grounds, resources, and materials, in a responsible, appropriate, and courteous manner.
3. Illegal acts or conduct in violation of Federal, State, or Local laws, ordinances or regulations are prohibited, and may result in arrest.
4. Behavior that disturbs or infringes on the rights of other Library patrons and staff, which damages Library facilities, grounds, resources, or materials, is not permitted.
5. *Failure to comply with this policy will result in a warning, and/or expulsion from the Library for the day or other specified period of time. In the case of minors under 18, an effort will be made to contact parents/guardians. Any person who is asked to leave the Library for failure to comply with this policy and refuses shall be considered to be trespassing, and the librarian in charge will contact the police.*

**RULES AND REGULATIONS:**

1. Actions that are prohibited include, but are not limited to:
  - a. Engaging in disorderly conduct, drunken, dangerous, or threatening behavior, fighting or challenging to fight, running, using offensive words which disturb or tend to disturb the peace or good order of the Library, any other behavior that is disruptive to Library use.
  - b. *Boisterous behavior such as shouting, running, pushing, shoving, or throwing things.*
  - c. Blocking entryways, vestibules, book returns, restrooms, staircases, elevator, or other common areas.
  - d. Refusing to comply with requests of any member of the Library staff to comply with Library policies.
  - e. Using offensive or abusive language, or acting or behaving disrespectfully toward a Library employee, volunteer, or patron.
  - f. Any forms of harassment (physical, sexual, or verbal) of Library patrons or staff. Harassment may include initiating unwanted conversations, impeding access to the building, stalking, *taunting, teasing and/or bullying.* (omitted "and the like")

- g. Displaying obscene or sexually explicit materials or Internet sites in violation of 18 Pa. Cons. Stat. Sec 5903. (Attached)
  - h. Excessive noise and other disturbances, such as loud conversation, laughter, cell phone use, or music which is disturbing to others, *playing audio equipment loudly enough to disturb others*, separate from an authorized Library program.
  - i. Selling and/or soliciting for services, money, items, or signatures, except for Library or Library-related activities. Nothing in this policy shall prohibit a person's freedom of expression of his first amendment rights as guaranteed by the United States Constitution.
  - j. Distributing or posting printed materials, literature, or other items that have not been approved by the Library for use inside the Library building.
  - k. Possessing or consuming alcohol or illegal drugs, or being under the influence of alcohol or drugs.
  - l. Smoking or other uses of tobacco.
  - m. Not wearing shoes or shirts. *For reasons of public health and safety, the Library reserves the right to ask patrons to leave who are not attired appropriately. Final judgment of what is or is not proper attire shall rest with the library director.*
  - n. Bringing animals or pets into the Library (except for assistance animals).
  - o. Intentionally damaging, destroying, or stealing any property belonging to the Library, patron, or employee.
  - p. Removing Library materials from the premise without authorization through established lending procedures.
  - q. Using cell phones in the Library. The use of cell phones by patrons is restricted to the entry vestibules of the Library building or outdoors. Cell phones and beepers must be put in a non-audible signal mode when in the Library.
  - r. Moving tables, chairs or other furniture, beyond ordinary use, without permission of Library staff.
  - s. Leaving a child up to and including 10 years of age unattended by a responsible person.
  - t. Restrooms are for the use of Library patrons and staff only. Smoking, bathing, and hair-washing are examples of actions not allowed.
  - u. Possessing weapons of any type. *The unauthorized transportation, use, or storage of any firearms, weapons and/or explosives is prohibited.*
  - v. Indecent exposure.
  - w. Gambling.
  - x. Entering "staff only" areas without permission of Library staff.
  - y. Abuse of borrowing privileges.
  - z. Violation of copyright laws.
  - aa. Creating a hazardous or physically offensive condition that may offend other library customers-including unpleasant body odors and infested clothing or personal effects. Library patrons are expected to maintain an acceptable standard of personal hygiene.
2. The Library reserves the right to:
- a. Inspect all backpacks, book bags, satchels, and briefcases.
  - b. Limit the number of persons who may sit together at a single table or in an arrangement of casual seating.
  - c. Separate members of a group from one another, or relocate individuals from one area of the Library to another.
  - d. Impose time limits on the continuous use of Library resources, including reference materials, computer equipment, and other Library materials, such as headphones.

- e. Require patrons to furnish commonly accepted forms of identification, such as driver's licenses and student ID cards.
3. *Lost items: Items found will be placed into lost and found for a period of one month.*  
The Library is not responsible for personal belongings left unattended.

**NONCOMPLIANCE:**

1. Failure to comply with this policy and/or the Library's established rules, regulations, and procedures will result in a warning, and may also result in exclusion from the Library for the day or, specified period of time, or permanently, and may result in arrest and prosecution.
2. Theft or willful damage of Library materials is a serious offense and will result in permanent exclusion from the Library and may result in arrest and prosecution (PA Law. .Sec. 427, attached).
3. Communication of threats, physical violence, or sexual offenses will result in permanent exclusion, and may result in arrest and prosecution.
4. Trespassers will be arrested and prosecuted. Any person who is asked to leave the library as a result of the violation of Library policy, and refuses to do so, shall be considered to be trespassing. The Library Staff will contact the Police Department in all such cases, document all such incidents and notify the Director immediately.
5. The Library Staff will call the Police Department at times when they deem this to be necessary or prudent.
6. Any patron whose privileges have been denied by the Library Staff may appeal the decision to the Library Board within thirty (30) days of the decision.

