

VAN BUREN DISTRICT LIBRARY

USER CONDUCT POLICY

To better serve all library users, we have established rules and standards of acceptable behavior to ensure an environment conducive to library use. Library staff are responsible for maintaining a pleasant atmosphere, and a clean and safe building. Library patrons are responsible for behaving in an acceptable and courteous manner.

Patron behavior becomes unacceptable when it infringes on the rights of others. Unacceptable behaviors include any form of harassment which could result in physical, emotional, or mental injury to oneself or others. Unacceptable behaviors also include any action that could result in damage to the facilities, equipment or materials. Proper attire must be worn at all times, including shirt and shoes.

Violations of this Policy may result in a verbal warning, or in some cases, expulsion from the Library by a member of the Library staff. Failure to comply with the policy after being notified of a violation by a library staff member may result in law enforcement being summoned and violators being prosecuted in accordance with applicable ordinances or laws.

The Library staff may exclude from the use of the Library and/or withhold Library privileges from any and all persons who shall violate this Policy. Such exclusion from the Library or withholding of Library privileges shall occur for a specified period of time based on the severity of the violation and the frequency and the number of prior violations and subject to the guidelines below. "Withholding Library privileges" is defined as meaning that an individual may not enter or use any Van Buren District Library location or may not use certain services of the Library.

Persons who commit succeeding violations of this Policy within a 5 year period may be subject to suspension from the Library or withholding of Library privileges for increased periods of time in accordance with the following guidelines:

1 st violation	Verbal Warning (no written report) or up to one (1) day suspension from library grounds*
2 nd violation	Up to three (3) days suspension from library grounds*
3 rd violation	Up to seven (7) days suspension from library grounds*
4 th violation	Up to thirty (30) days suspension from library grounds*
5 th violation	Up to one (1) year suspension from library grounds*

*Unless the severity of the current violation or prior violations warrants increased sanctions

Any patron who loses library privileges as a result of this Policy may appeal the decision within five (5) business days to the Library Director (269-423-4771), whose decision is final.

Examples of unacceptable behavior include, but are not limited to:

1. Disorderly behavior of any kind, including excessive noise and/or noise that disturbs others or boisterous physical behavior
2. Harrassment/physical, sexual, or verbal abuse, in any form, of other library users or library staff
3. Engaging in behavior or language that is offensive, obscene or intimidating to others
4. Abandoning or leaving young children (age 8 and under) unattended. (See Unattended Children Policy).
5. Abusing or vandalizing library facilities, equipment or material
6. Drinking or eating, outside of meeting rooms or library-sanctioned events
7. Intoxication or being under the influence of illegal drugs
8. Chewing or smoking tobacco
9. Loitering or sleeping
10. Using restrooms for bathing
11. Roller blading, scooter use, skating or skateboarding
12. Loitering near or blocking library entrance and exits
13. Soliciting or selling
14. Engaging in illegal activities within the library or on library grounds
15. Using cell phones, gaming, audio or similar devices inside library facilities in a loud or excessive manner
16. Leaving personal property in the library unattended. The library is not responsible for lost, damaged, or stolen property.
17. Entering office or staff areas uninvited
18. Bringing animals into the building, other than trained assistance animals
19. Violating the provisions of the In-House Internet Use Policy, including exceeding computer access time limitations or disregarding requests by library staff to terminate computer use

Adopted by the Van Buren District Library Board, 3/22/2005.

