

Library Conduct Policy

1. The purpose of this policy is to affirm the rights of all people to free and equal access to information and use of the library without discrimination, intimidation, threat of harm, or invasion of privacy. The Perry Public Library provides friendly, helpful, courteous, and respectful service. The goal of the library is to provide a clean, comfortable, and safe environment for all its users.
2. The Perry Public Library is a public space funded by local, county, and state taxes along with donations and grants. As all public spaces, we are open to the public. Many can use the facility and services at the same time with expectations of courteous, respectful, and polite behavior of all within the facility. The responsibility of the Library is to establish behavior boundaries so that when any person takes away from the enjoyment of the library experience of another person, consequences are incurred to correct the prohibited conduct.
3. The role of the Perry Public Library is to ensure a safe and secure environment. Committing or attempting to commit any activity that would constitute a violation of a federal, state, or local criminal law or ordinance is prohibited on Perry Public Library property. Examples of prohibited activities include, but are not limited to:
 - a. Possessing, consuming, selling, or being under the influence of alcohol, illegal drugs, or other substances.
 - b. Engaging in peeping, stalking, or indecent exposure.
 - c. Soliciting or panhandling.
 - d. Trespassing or entering Library property when banned.
 - e. Impeding passageways through physical presence or with personal property.
 - f. Leaving personal property unattended. Items left unattended will be removed.
 - g. Fraudulent use of another person's Library Card or account number.
 - h. Harass, intimidate, or discriminate against any member of the library staff or any patron, including cursing, campaigning, unwanted recruiting of any type, or sexual or physical threats.
4. The Perry Public Library asks all library users to be respectful of each other and behave in a manner that does not disrupt other library users or interfere with the normal operation of the Library. Examples of disruptive behaviors include, but are not limited to:
 - a. Sleeping except for attended children.
 - b. Using profane, obscene, or abusive language.

- c. Creating unreasonable noise or engaging in boisterous activity unless caused by a disability. Fighting or challenging to fight, running, pushing, shoving, or throwing things.
- d. Using audible devices without headphones or using headphones set at a volume that disturbs others.
- e. Using any communication devices in a manner that disturbs others.
- f. Failing to comply with a reasonable staff request, unauthorized entry into staff area or failure to leave the library during emergencies and at closing time.
- g. Campaigning, petitioning, interviewing, survey taking, posting notices, fundraising, or selling, unless authorized by the Director or designee.
- h. Taking pictures or videotaping people, except at events, unless authorized by the Director or designee and by patrons involved or parents of minors are present.
- i. Relocating tables, chairs, equipment, or other furniture without staff permission.

5. The Perry Public Library maintains a healthy and clean environment for all library users. Examples of behaviors that are not conducive to providing a clean and hygienic environment include, but are not limited to:

- a. Using cigarettes, e-cigarettes, chewing tobacco, or other tobacco.
 - Smoking and the use of tobacco products (examples include but are not limited to cigarettes, electronic cigarettes, cigars, chewing tobacco, snuff, pipes, snus, etc.) at or on Library property is always prohibited. This includes any emerging tobacco product or simulated smoking device. This also includes all nicotine products not regulated or approved by the Food and Drug Administration (FDA). The distribution or sale of all tobacco products is also prohibited.
 - Prohibition includes the Perry Public Library building and any surrounding grounds, parking lots, or contiguous sidewalks.
 - All employees, visitors, vendors, volunteers, or any person coming on grounds or on company property must comply with this policy. Any employee who violates this policy will be subject to disciplinary action in accordance with the written personnel policies contained in the employee handbook and enforced by the employee's direct supervisor.
- b. Consuming food and beverages in a manner that creates an unclean environment, disrupts other patrons, or is harmful to library resources.
- c. Personal hygiene, odor or scent that constitutes a nuisance to others or poses a health risk.

- d. Bringing animals inside the library building, except for service animals and those allowed during special Library programs.
 - e. Using the restrooms for bathing, washing of clothes, or extended periods of time. (greater than 15 minutes)
 - f. Entering the Library with infestation of bedbugs or other pests.
6. The role of the Perry Public Library is to protect collections, equipment, and property for present and future users. Intentionally damaging, destroying, or stealing any materials, equipment, or property belonging to the Library, another patron, or staff is prohibited.
7. Enforcement of the Library Conduct Policy will be conducted in a fair and reasonable manner by Library staff and/or Perry Police Department.
- a. Library staff and/or the Perry Public Police Department will intervene to stop prohibited activities or behaviors.
 - Warning – In most cases, patrons behaving inappropriately in the library will be given one warning and asked to stop prohibited activity or behavior. A copy of the Library Conduct Policy will be given to the person(s).
 - Expulsion – Patrons refusing to behave more appropriately after one warning, will be asked to leave the library. They will be banned from the Library.
 - Calling the Police – In cases where patrons pose a clear danger to themselves or others, or where there is a deliberate violation of the law, or refusal to leave the library after being asked to leave by staff, the staff is authorized to call the police.
8. Security cameras are located throughout the Library to protect the safety and security of people, the building, and its contents.

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