



Lawrenceburg Public Library District

Customer Conduct Policy

Reviewed and Approved March 26, 2019

The Board of Trustees of Lawrenceburg Public Library District encourages all members of the community to visit the library buildings and to use the services and materials provided. Those using the libraries and resources have the right to expect a safe, comfortable environment that supports appropriate library services. This policy and guidelines are set to ensure the safe and orderly use of library facilities, and to ensure that rules are reasonable and applied consistently and fairly.

Anyone engaged in disruptive behavior will be required to leave the library after one warning from library staff. Disruptive behavior includes, but is not limited to, noisy, boisterous actions, inappropriate behavior including eating in non-designated areas, smoking, excessive odors, running, or loud talking, misuse of library property, uncooperative attitude, or actions that annoy others or prevent legitimate use of the library and its resources. Abusive language or harassing behavior toward staff or other customers will not be tolerated.

Personal appliances such as computers, players, tablets, and other electronic devices may be used if not audible to others. Cell phones may be used if others are not disturbed.

Library telephones are generally not available to the public. At the discretion of staff on duty, a brief call may be permitted on occasion when there is an urgent need. There may be a public phone on the premises for limited use.

To protect the public's investment in library materials, staff may examine strollers, bookbags, backpacks, briefcases, etc. If staff has reason to believe that theft was intended, the police will be notified. Vandalism of library materials will also be reported to the police.

Children under the age of seven should not be in the library without an accompanying adult. Staff cannot know when children are leaving with a parent, a friend or a stranger, nor can staff be expected to babysit. Library staff will not deliberately seek out unattended children; however, unattended children frequently become disruptive when bored. Parents are responsible for ensuring the appropriate behavior of their children while in the library. Older children who have received one warning and who have arrived at the library on their own will be asked to leave the library. If the child cannot safely leave the library to return home on his or her own, staff will permit the child to call a parent. If a parent or other responsible adult cannot be located, staff will either allow the child to remain at the library under close supervision, or

will contact the local law enforcement authorities. Unattended children who have not been picked up 15 minutes prior to closing will be given the opportunity to call a parent. If children have not been picked up within 15 minutes after closing, a local law enforcement agency will be contacted. Under no circumstances will library staff take a child out of the building or transport a child to another location, even at the request of a parent.

The following Rules of Conduct will be posted in each library:

1. Bags and other items may be searched.
2. Disruptive behavior (loud, boisterous talking or activity, running, excessive smells, or any behavior that disrupts the legitimate use of the library) is not permitted.
3. Smoking or use of tobacco products is not permitted on library property.
4. Food and drink are permitted only in designated areas or in meeting rooms.
5. Library equipment, property, and facilities may be used for intended purposes only.
6. Cooperative behavior and compliance with all library policies and requests by staff are expected.
7. Abusive language or harassing behavior is not permitted.
8. Romantic displays of affection are inappropriate.
9. Theft or vandalism of library property will result in notification of police.
10. Unattended children are not the responsibility of the library.
11. Cell phone use should not disrupt others
12. Personal electronic equipment may be used if not disturbing to others.
13. Shirts and shoes are required.
14. Sales and solicitations are not permitted.
15. Operating roller skates, skateboards or other personal sporting equipment on library property is not permitted unless part of a library-sponsored program.
16. Animals are not permitted except service animals or those that are part of a library-sponsored presentation.

Approved _____
(Attested)