

II. Conduct Ordinance and Behavior Policy

1. Conduct Ordinance

The Prairie Skies Public Library District provides access to knowledge and information through reading, writing, and quiet contemplation, providing patrons the right to use materials and services without being disturbed or impeded, and providing patrons and employees a secure and comfortable environment. The Public Library Act provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the library and providing library services and the specific power to “exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed.”

The Board of Library Trustees of the Prairie Skies Public Library establishes its conduct ordinance as follows:

- a. A patron who engages in any activity, which materially disrupts the use of library facilities, collections, or services by patrons or materially disrupts the ability of the staff to perform its duties, shall cease such activity immediately upon request by library personnel.
- b. In such instances involving minors, identification will be requested, and the incident may be reported to the parent or guardian.
- c. If, following a request, the patron fails or refuses to comply or responds to the request in an abusive manner, he or she will be required to leave the library premises immediately for the balance of that calendar day. If he or she fails to leave, the police will be summoned.
- d. Library personnel will record instances in which patrons are required to leave the library in a ledger maintained by the library for that purpose. Upon the second recorded instance in which a patron is required to leave the library premises within a thirty-day period, the Library Administrator shall bar the patron from use of library premises for a period of thirty days. Parents or guardians of minors will be notified in writing after the second recorded instance in which a minor is required to leave the library and advised of the consequences of any further recorded instances.
- e. Parents wishing to appeal such action may do so upon written request to the Board of Library Trustees.
- f. In the event a patron barred from the use of the library attempts entry to the library during any such period of exclusion, the police will be summoned and informed of the prior action.
- g. In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the Library Administrator shall report to the Board of Library Trustees such conduct following prior exclusion of that patron.
- h. In the case the police must be summoned to remove a disruptive patron, the patron will be barred indefinitely.
- i. This Ordinance shall take effect immediately upon enactment and approval according to law and be in full force and effect thereafter. A copy shall be posted within three days of enactment at the library and the secretary shall maintain a certified copy in the official records of the library available for public inspection.

2. Patron Behavior Policy

- a. Patrons shall respect the rights of others and shall not harass or annoy others through noisy or boisterous activities, by staring at another person with the intent to annoy that person, by

following another person about the building with the intent to annoy that person, by playing audio equipment so that others can hear it, by singing or talking loudly to others in monologues, or by behaving in a manner which reasonably can be expected to disturb other patrons.

- b. Appropriate dress, including shirts and footwear, is required to enter the library.
- c. Patrons with extreme body odor or other strong or offensive smells that disturbs others will be asked to leave.
- d. No bicycles, skateboards, roller-skates or similar items are to be brought into the building. All bicycles should be parked in the bicycle rack area.
- e. Eating and/or drinking in the library is at the Library Director's discretion Smoking is not allowed in the library or within 15 Feet of any entrance. This includes e-cigarettes.
- f. Tutors and students are expected to uphold the library's policy for Behavior and Conduct in the Library.

3. Unattended Children Policy

Parents are responsible for the behavior of their children while they are in the Library. The Prairie Skies Public Library District staff is committed to help children with activities related to recreational and educational purpose. It is not the responsibility of the Library staff to supervise unattended children at any time. Violations of this policy are grounds for suspension of library privileges. Whenever advisable, the Library will notify the parent/guardian of incidents involving an unattended child.

- a. Children under the age of 8 must always be accompanied and directly supervised by a parent/guardian or other responsible caregiver. When the safety of a child is in doubt or the parent or responsible caregiver cannot be located (i.e. if the Library is closing), Library staff is authorized to call the police and stay with the child until the police arrive.
- b. Children over the age of 8 may use the Library unattended by an adult, subject to other Library rules and policies concerning behavior, conduct and demeanor.
- c. From time to time the Prairie Skies Public Library District provides programs designed for attendance by children with parental supervision. Such program announcements will so indicate.

UNATTENDED CHILDREN PARENT/GUARDIAN NOTIFICATION LETTER

Dear _____,

The Prairie Skies Public Library District has recently experienced an incident involving your child, _____ . He/she was on Library grounds unattended by you or a responsible caregiver. A copy of the Library's policy on Unattended Children is enclosed for your attention. We ask that you review this policy and make every effort to follow it. We do not wish to suspend Library privileges for you or your family, but the safety of your children as well as the proper operation of the Library is our responsibility. If you have any questions regarding this policy or its enforcement, please contact the Library Director.

Very Truly Yours,

Board President or Library Director