

## **Denver Public Library Behavior Policy**

### **Policy Statement:**

The Denver Public Library is designed to be a safe and comfortable place for all members of the public to use. The Denver Public Library's Behavior Policy is intended to protect the rights and safety of library patrons, to protect the rights and safety of staff members, and to preserve and protect the library's materials, facilities, and property.

### **Definition and Scope:**

Disruptive Behavior is generally defined as:

1. Behavior that interferes with the normal operation of the library
2. Behavior that threatens the safety of a patron or staff member
3. Behavior that infringes on a patron's right to confidentiality
4. Behavior that creates an environment that is not conducive to learning

The Library Director and other staff members to whom the Director delegates the authority (and whom are on duty at the time) shall have the responsibility for enforcing the Behavior Policy and determining when behavior in the library is inappropriate.

The following are **Prohibited** in the library:

1. Any behavior that endangers the safety or health of others.
2. Violation of any local, state, or federal law.
  - a. Tobacco, nicotine, and electronic smoking devices in the library or on library grounds ([www.IowaSmokefreeAir.gov](http://www.IowaSmokefreeAir.gov))
  - b. Vandalism or deliberate destruction of library materials, equipment, or furniture. Parents of minor children may be held responsible for any damages caused to library materials or computers by their child
  - c. Theft of library materials or the personal property of other patrons and staff.
  - d. Internet access to sites prohibited by law
  - e. Consumption or possession of alcoholic beverages, use or possession of controlled substances on library grounds, or being under the influence of alcohol or controlled substances.
3. Use of abusive or intimidating language or gestures to patrons or staff members.
4. Behavior that is willfully annoying, harassing, or threatening to another person. (Harassment is defined as any action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule. Harassment is characterized by requests for sexual contact, unwelcome physical advances, or conduct (verbal or physical) of a nature that is intimidating, demeaning, hostile, offensive, or potentially dangerous to self or others.)
5. Soliciting of any kind and/or asking for signatures on petitions
6. Monopolizing library resources or staff time.
7. Use of the library telephone for personal business, unless in an emergency or a request for transportation
8. Loud talking, laughing, or using audio equipment or cell phones that disturbs or could disturb other patrons.
9. Use of skateboards, roller blades, skate shoes, or scooters inside the library or on library property.

10. Inappropriate dress, such as bathing suits and wet clothing or not wearing a shirt or shoes in the library.
11. Loitering on the premises after closing
12. Animals, other than animals used in library programming or service animals. A service animal is an animal which is trained to do specific work or perform tasks for the benefit of a person with a disability
13. Taking library items into the lobby, restrooms, or outside without checking them out
14. Eating or drinking beverages in the computer area.
15. Poor hygiene that constitutes a nuisance.
16. Other kinds of behavior deemed inappropriate in the opinion of the Director or designated staff members.

### **Disciplinary Guidelines:**

**The library staff reserves the right to ask a patron to leave the library for any of the reasons listed above.**

**Enforcement of these regulations may take the form of any of the following, depending on the severity of the misconduct, which will be determined by the staff on duty at the time. These disciplinary procedures are guidelines. The library may implement any procedure listed, including an immediate ban from the library premises at any time.**

**Minor Disruption:** In the case of a minor disruption, the library patron will receive a warning. If the behavior continues, the patron may be asked to leave the library for a stated period of suspension.

**Extreme Misconduct:** In the case of any misconduct that, in the judgment of a staff member, is extreme, the offender may be given only one warning, may be ordered to leave the library immediately for a stated period of suspension, or the police may be called.

### **Permanent Ban From the Library:**

Patrons who engage in repeated disruptive behaviors that interfere with others' use of the library or the general operation of the library or engage in behaviors that violate the law may be permanently banned from the Denver Public Library premises by the Director. A written notice of permanent ban may be given to the patron. A written appeal of the Library Director's decision may be made to the Library Board within 30 days.

Exceptions to the above may be authorized by the Library Director and/or other designee. *Neither the Director nor any other member of the library staff is a professional medical or legal expert. All actions taken shall be subject to the best opinion of the Director and library staff.*

*The Denver Public Library staff will be consistent with enforcing this Behavior Policy to ensure the safety of patrons and staff and create an environment that is enjoyable to our patrons. This policy also ensures that the quality of library materials is maintained.*

Approved by the Denver Library Board of Trustees:    Date: March 8, 2021