

## LIBRARY PATRON CONDUCT POLICY

*Northfield Public Library provides equal and open access to its facilities and resources. Each Library patron has a personal responsibility to ensure that the Library is a welcoming public library environment for all to use. While everyone has an equal right to the library, no person may interfere with the ability of others to use and enjoy library resources, services and facilities. Library staff has the right to provide library services without fear of abuse or threatening behavior from people using the Library or Library grounds.*

### **In order to ensure a welcoming environment, Library patrons will:**

- Behave in a manner that is courteous respectful of other people using the Library building and grounds, allowing everyone to enjoy library resources, services, events, and facilities
- Stay in the public areas unless expressly authorized by staff to enter a non-public area
- Allow library employees to perform their duties
- Safeguard personal items
- Wear shoes, shirt, and other clothing appropriate for a public building
- Maintain generally acceptable bodily hygiene
- Comply with all federal, state and local laws

### **Library patrons will not:**

- Engage in illegal activities or behaviors, including but not limited to the misuse of library computers and the City network
- Intentionally damage library property
- Harass, disrespect or intimidate or interfere with other patrons or library staff
- Use profanity, or speak in a loud, disruptive or abusive manner, including but not limited to personal phone calls
- Possess weapons, except as otherwise provided by law
- Drink alcohol, smoke or use illegal drugs, or exhibit intoxication to the point of impairment
- Solicit business in the library or on library property
- Sleep in the library or on library property
- Leave unattended vulnerable persons or children under 8
- Eat in the library, except in designated areas

### **In applying this Policy, Library staff may:**

- Weigh the degree of conduct that violates this Policy with the onsite conditions at the time and exercise their best judgment in determining the correct course of action
- Explain and/or provide copies of this Policy to patrons and request that patrons conduct themselves in compliance with this Policy to maintain a welcoming public library environment
- Ask patrons to open bags to be viewed, for security reasons
- Ask patrons to leave the Library for conduct in violation of this Policy based on the circumstances presented
- Seek assistance from Library supervisors to resolve ongoing or escalating patron conduct issues
- Suspend patrons for up to one year for disruptive, unsafe or illegal behavior
- Request that the Library Director suspend one or more of a patron's Library privileges for up to one year for severe or repeated violations of this Policy.

### **Enforcement:**

- Any person who violates this Patron Conduct Policy may be expelled from the Library premises for up to 1 year. The length of expulsion is at the discretion of the Library Director and shall be appropriate to the violation taking into the circumstances presented and the history of past violations, if any. The Notice of Expulsion shall be in writing and either hand delivered or mailed to the expelled person at the mailing address that the Library has in its records for the expelled person.
- The person expelled shall be provided with a copy of this Patron Conduct Policy along with the Library Director's written Notice of Expulsion.
- The person expelled may appeal to the City Administrator in writing within 10 days of the date of the Notice of Expulsion from the Library Director. In an appeal, the person expelled shall have the opportunity to present evidence that may support retraction of the expulsion. The City Administrator may affirm, modify or deny the appeal and the City Administrator's decision shall be final.
- All persons violating this Policy shall comply with a lawful directive made by Library staff or law enforcement. If a person expelled from the Library returns to the Library before the defined period has expired, or if the person refuses to leave the library when asked to do so by Library staff, staff may contact law enforcement to intervene to have the person removed from the Library and such conduct may be referred to the proper prosecuting authorities for legal action in accordance with Minnesota Statutes.