

## Cuba Circulating Library

### ACCEPTABLE PATRON BEHAVIOR

**PURPOSE:** In order to ensure that the Cuba Circulating Library continues to provide a safe and healthy environment for both its staff and patrons.

**POLICY:**

Behavior and language must not threaten, intimidate, offend, or belittle staff and other patrons or interfere with, distract, or disturb other patrons. A patron will receive one warning from staff. If behavior continues, depending on the severity of the situation, the patron will be asked to leave and not return for the rest of the day. The staff will contact the police if they feel the behavior or language has reached an unsafe, inappropriate level. If a patron habitually exhibits or creates an acute incident (resulting in a one-day expulsion from the library and/or necessity to call the police) of threatening, intimidating, offensive, or belittling behavior and language toward staff, that patron will receive written notice from the Library Director of a one-week suspension from the library enforceable by the police. If after the one-week suspension, the patron persists in aberrant behavior the patron will receive a second written notice from the Library Director suspending them for 3 months, enforceable by the police. If necessary, the Library Director reserves the right to suspend the patron indefinitely.

Young children are to be supervised at all times. Running and screaming are not acceptable library behaviors. Children under the age of 8 should not be left unattended at the library. If a child is left unattended at the library, the child's parent/guardian will be contacted. If a parent/guardian is not reached, the child will remain at the library and the staff reserves the right to contact the police if they deem it appropriate. Children are expected to behave in a manner similar to adults; a child's behavior may not interfere with, distract, disturb, threaten, intimidate, offend, or belittle library staff or other patrons. If a child's behavior violates this policy, the library staff will give the child an oral warning. If the behavior persists the library staff and/or Library Director will contact the child's parent/guardian and ask for the child to be removed. Crying children should be removed from the public area out of respect to other patrons in the library. \*

Patron's personal belongings are the patron's responsibility. Although the library will assist in any way possible to recover lost items or aid in a police investigation, the library is not liable for lost/stolen items. Theft of personal property within the library or on the library's premises and theft of library property is prohibited. Depending on the severity of the theft, the library staff/Library Director reserves the right to suspend library privileges for a time congruent with the severity of the infraction and/or contact the police to take further action. \*

The library's phone is available for public use only in the case of emergency. Loud cell phone use should be conducted in the stairwell area or Community Room only. If a patron's behavior violates this policy, the patron will receive an oral warning from library staff. If

behavior persists, oral and written warning will be given by the Library Director. If a suspension is necessary, the Library Director will determine a suspension period congruent with the severity of the infraction.

There can be no skateboarding in front of the library for safety and liability issues. Bicycles are to be parked in the rack provided in front of the library so as to keep the sidewalks uncluttered and ensure the bike's security.

Except in special instances, only one person is to be at a computer at a time.

Inappropriate public displays of affection are prohibited in all areas of the library including the adult fiction, adult nonfiction, juvenile, young adult, community room, the outdoor grounds (benches, steps, etc.), hallways, and restroom areas. If a patron's behavior violates this policy, the patron will receive an oral warning from library staff. If behavior persists, oral and written warning will be given by the Library Director. If a suspension is necessary, the Library Director will determine a suspension period congruent with the severity of the infraction. \*

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees and patrons, the facilities and premises of the Cuba Circulating Library shall be entirely smoke free. The use of all tobacco products, including chewing tobacco and electronic cigarettes is banned from use on library property. Patrons and employees who fail to comply with this policy will receive an oral warning from the library staff. If behavior persists, oral and written warning will be given by the Library Director. If a suspension is necessary, the Library Director will determine a suspension period congruent with the severity of the infraction. \*

\* Any suspension may be appealed to the Library's Board of Trustees at the monthly meeting. Written notice of appeal should precede a formal visit to the Board as an unexpected appearance would violate the suspension imposed by the Library Director.

During a public health crisis, patrons are required to comply with all state mandated regulations, including but not limited to wearing a facemask.

App: October 9, 2006

Rev: June 14, 2010; Dec. 9, 2013; Feb. 11, 2019; May 11, 2020; Dec. 14, 2020