

# GUIDELINES FOR CONDUCT

Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff and/or DeKalb Police Officers will intervene to stop prohibited activities and behaviors. Failure to comply with the Library's established rules, regulations, and policies could result in removal from the premises and exclusion from the Library for a period of one day to one year, or in arrest or prosecution. Violations could also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment. Individual patrons have the right to request an administrative review of an exclusion order that is for a period greater than seven days.

For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions are examples of conduct not allowed on Library property:

- Engaging in any activity in violation of Federal, State, local or other applicable law, or Library policy.
- Failing to comply with a reasonable staff request.
- Carrying firearms and dangerous weapons of any type (except by law enforcement officers and authorized security personnel).
- Being under the influence of alcohol/illegal drugs, and selling, using, or possessing alcohol/illegal drugs.
- Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching, and obscene acts such as sex acts and indecent exposure.
- Soliciting or conducting surveys not authorized by the Library.
- Stealing, damaging, altering, or inappropriate use of Library property in Library facilities or on Library grounds, including computer hardware and software, printers (The DeKalb Public Library Policy, Public Use of the Internet), copiers, phones, and other equipment.
- Trespassing in nonpublic areas, being in the Library without permission of an authorized Library employee before or after Library operating hours, or camping on Library grounds.
- Fighting or challenging to fight, running, pushing, shoving, or throwing things.

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- Creating disruptive noises such as loud talking, screaming, or banging on computer keyboards.
- Gambling and group activities which are disruptive to the Library environment.
- Using audible devices without headphones or with headphones set at a volume that disturbs others.
- Cell phone usage is allowed as long as ringers are set to off, and speaking level is kept to a conversational level.
- Using restrooms for bathing or shampooing, doing laundry, or changing clothes.
- Littering.
- Smoking, chewing, and other tobacco use on Library property.
- Entering or being in the Library barefoot, without a shirt, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the Library environment.
- Consuming food or beverages in public areas of the Library not authorized by the Library Food and Beverage Guidelines.
- Leaving packages, backpacks, luggage, or any other personal items unattended. These unattended items are subject to immediate confiscation.
- Using wheeled devices in Library property or on Library grounds, except in designated areas, including use of skateboards, roller-skates, bicycles, motorized or non-motorized scooters, and shopping carts (except for motorized ADA assistive devices, wheelchairs, walkers, and strollers).
- Moving Library furniture from where it is placed by Library staff.
- Lying down or sleeping in the restrooms, or on any floor, or couch, table or seat in the Library; having feet on furniture; or blocking aisles, exits or entrances.
- Neglecting to provide proper supervision of children.

Violations of any aspect of the policies described above will result in the loss of Library privileges as listed below:

**1<sup>st</sup> Infraction:** Verbal Warning. Staff will inform you of which rule you've broken and supply you with the relevant policy.

**2<sup>nd</sup> Infraction:** One Day Ban. You will be asked to leave the library not be able to return for one day.

**3<sup>rd</sup> Infraction:** One Week Ban. You will be asked to leave the library and not to return for 7 full days. You will receive a letter detailing the reasons of your banishment with a date you may return sent to the address we have on record.

**4<sup>th</sup> Infraction:** One Month Ban. You will be asked to leave the library and not to return for 30 full days. You will receive a letter detailing the reasons of your banishment with a date you may return sent to the address we have on record.

**5<sup>th</sup> Infraction:** Six Month Ban. You will be asked to leave the library and not to return for 180 full days. You will receive a letter detailing the reasons of your banishment with a date you may return sent to the address we have on record

**6<sup>th</sup> Infraction:** One Year Ban. You will be asked to leave the library and not to return for 365 full days. You will receive a letter detailing the reasons of your banishment with a date you may return sent to the address we have on record

**7<sup>th</sup> Infraction.** Five Year Ban. You will be asked to leave the library and not to return for 5 years. You will receive a letter detailing the reasons of your banishment with a date you may return sent to the address we have on record

**These sanctions may be escalated based on patrons behavior and severity of the infraction and may involve law enforcement personal at the direction of the Library.**

### **Appeals:**

1. Patrons that wish to appeal their sanction may do so by contacting the Director in writing.
2. The Director shall respond to the request for appeal.
3. The Director shall inform the Board of the appeal request and the Director's response, but shall not name the requesting patron without consent of the patron.
4. If the appeal request has not been solved satisfactorily between the Director and the patron seeking the appeal, the patron may request the Board to review the appeal.
5. The patron seeking appeal may further choose to speak to the Board at a regularly scheduled meeting.

Examples of conduct not allowed on Library property include but are not limited to the above.

Revised and approved by the Board of Trustees January 11, 2017.

Approved 2008 by the DeKalb Public Library Board of Trustees