

**OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE**

Name of Policy: **DISRUPTIVE BEHAVIOR POLICY**

Purpose: The purpose is to establish regulations governing behavior on Ottumwa Public Library property. It is a person's responsibility to maintain necessary and proper standards to protect their individual rights and the rights and privileges of others. Visits to the Library will be free from harassment, physical discomfort, danger and psychological stress. The Library staff should also be able to do their work free from harassment, abuse, discomfort and undue psychological stress.

This policy is to maintain a quiet and pleasant environment conducive to meeting library objectives. The Ottumwa Public Library considers the following (but is not limited to) to be unacceptable behavior on library property:

1. Committing any criminal offense, as defined by federal, state, or local laws.
2. Obscene or abusive language.
3. Willful destruction of or damage to Library property.
4. Possession or consumption of alcoholic beverages or illegal drugs.
5. Removal of any Library property from the building without authorization through established lending procedures.
6. Following staff or patrons around building and/or grounds or other harassing behavior towards staff or patrons.
7. Carrying weapons of any sort except law enforcement officers.
8. Bringing animals into the library other than those certified to assist the disabled.
9. Soliciting or selling of any kind, unless approved by Library Director.
10. Distribution of leaflets or posting of notices in areas not authorized by Library Director.
11. Displaying other behaviors inappropriate in a public library setting.

LAW ENFORCEMENT WILL BE CONTACTED AS NEEDED TO ENSURE ENFORCEMENT OF THIS POLICY. Violators of this policy may be subject to restrictions on the use of the Library up to and including permanent exclusion from all Library facilities as well as legal action.

Young Children

See **Unattended Children Policy**

Children of all ages are encouraged to use the Library for such things as homework, recreational reading and program attendance. The Library staff realizes that the Library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that they must settle down or will be asked to leave the Library. If, after a second warning, the child continues to be disruptive, they will be asked to leave the Library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.

Date revised: 10 August 2009

By: Ottumwa Public Library Board of Trustees