

## **BEHAVIOR POLICY** (Approved July 9, 2018; Reviewed & Approved August 9, 2021)

The Norma Anders Public Library will provide a safe, comfortable working environment that is conducive to the use of Library materials either by individuals or by small groups. Patrons are expected to observe the rights of other patrons and staff members and to use the Library for its intended purpose.

Patrons using the Library are expected to behave in a way that is appropriate to the Library's purpose as stated above. Therefore, the following kinds of behavior are prohibited:

- Any behavior that is illegal.
- Any behavior that endangers oneself or others.
- Any behavior that is disruptive to the Library environment; for example, running, loud talking or laughing.
- Any behavior that is abusive to a staff member or other patron.
- Any use of the Library that interferes with the Library's purpose.
- Any other behavior deemed inappropriate by the Library Director or staff; for example; smoking, eating or drinking in prohibited areas.

Specific prohibited activities include, but are not limited to, the following:

- Willfully annoying, harassing, or threatening another person.
- Behaving in a disorderly, loud, or boisterous manner.
- Defacing or destroying library property.
- Remaining in the library after regular closing hours.
- Playing audio equipment at a volume that is disturbing to other users.
- Theft of library materials or the personal property of other patrons or staff members.
- Use of abusive language.
- Stalking, harassing, or intimidating patrons or library staff anywhere on library property.

**Enforcement:** The primary responsibility for enforcing this policy rests on the staff member in charge of the Library when the incident occurs. However, all staff members have responsibility for enforcing the policy.