



BONDURANT COMMUNITY LIBRARY

PATRON BEHAVIOR POLICY

All persons have free access to the Bondurant Community Library, its facilities and services during its regular business hours. Children under ten years of age must be accompanied in library facilities by a parent, guardian, or other responsible person. Bondurant Community Library assumes no responsibility for unattended minors. Refer to the unattended children policy.

Section 392.5 of the Code of Iowa delegates to Library Board of Trustees the right to establish the rules and regulations for use of the library.

The Bondurant Community Library Board Policy prohibits conduct in the Library that:

- a) Interferes with the rights of individuals to use library materials and services
- b) Interferes with the ability of library staff to conduct library business, or
- c) Threatens the secure and comfortable environment of the Library.

Any person who fails to comply with the following rules and regulations of the Bondurant Community Library may lose loan privileges and/or be removed from the facility. Nothing in these regulations shall be deemed to preclude other civil or criminal action as applicable. In some situations, if the behavior is extreme, no warning is necessary, and the proper authorities will be called.

These rules and regulations shall apply to all persons in their use of library facilities. In order to ensure an atmosphere of safety and respect, the Library prohibits behavior, which may include but is not limited to the following:

- Interfering with another person's enjoyment of library services and facilities.
- Speaking, shouting, or raising one's voice to cause a disturbance to other persons in the facility.

- Removing library materials, or hiding library materials with intent to remove such materials, without properly checking out or borrowing such material. (Iowa Code 702.22, 714.5, 808.12).
- Misusing the library's computers or the computer system, network, or library data. No food or drink near computer stations.
- Sleeping on the library premise, depositing bedrolls, or bedding on library property. Bringing luggage or large bags into the library. Leaving personal items in the building. Library assumes no responsibility for any belongings left unattended.
- Using restrooms for bathing or other personal grooming.
- Using illegal substances, tobacco, or smoking on library property, including electronic cigarettes or vaping devices, consuming or possessing alcoholic beverages unless the Library Board of Trustees has approved an event or function where alcoholic beverages will be provided. The consumption and/or possession of alcoholic beverages shall be limited to those in attendance at the approved library event or function, and shall be confined to a designated area within the library during the event or function.
- Operating, pushing, or riding wheeled devices within library facilities. No skateboarding anywhere on library property. The use of baby strollers, equipment required by persons with disabilities, and equipment used by library personnel is permitted.
- Depositing litter anywhere other than in garbage receptacles provided.
- Spitting on any person or library furniture, floors, or materials.
- Posting, distributing, or circulating any handbill, circular, card, booklet, placard without the permission of the library director or his or her designee.
- Cell phone users must respect the wishes of others who desire a quiet location for study by changing the setting on their devices to a non-audible signal. If your connection is bad, do not raise your voice, please move to the lobby or outside of the building.
- Bringing explosive devices into the library.
- Using offensive language and/or behavior toward staff members or other patrons.
- Making inappropriate sexual or other harassing and/or discriminatory comments toward staff or other patrons.

- Engaging in sexual activity of any kind, including inappropriate displays of romantic affection.
- Picture taking or videotaping of people except at Library sponsored events or programs unless authorized by the people involved or their parents if minors are present.
- Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.
- Maintaining bodily hygiene, which is so offensive as to constitute a nuisance to other persons.
- Behaving in a disorderly, loud or boisterous manner not caused by a disability.
- Willfully annoying, harassing, or threatening another person or library staff.
- Animals, with the sole exception of service animals for persons with disabilities, are prohibited. These service animals are allowed as long as there is no unwanted contact with other patrons or staff and as long as they are not disruptive due to poor behavior, unhealthy, or there is a lack of cleanliness. Any cost incurred by the library to clean a mess or repair damage to property will be the responsibility of the handler.
- Shirts and shoes must be worn in the building.
- No campaigning, petitioning, interviewing, survey taking, soliciting, sales, or any other speech or conduct, which results in the disruption of library activities, will be allowed within the library or on the library grounds. This does not refer to any library-sponsored activities.

Enforcement

Enforcement of these rules for persons age ten and over may take the form of any of the following actions, depending on the severity of the misconduct, which will be determined by the staff on duty at the time.

In the case of minor disruption, the patron receives two warnings. At the third offense, the patron must leave the library for the rest of the day. Parents of children under 18 may be called as appropriate.

In the case of extreme misconduct the offender may receive only one warning

or be ordered to leave the building immediately. The police or parents may be called as appropriate.

The Director or designee will warn patrons causing disruption on repeated visits that they will not be allowed to enter the building if the behavior continues. If a correction is not made, patron will be barred from the library for one month. If library privileges are reinstated and the disturbance recurs, the patrons may be barred from the library for longer periods.

For children under age ten, a staff member will issue two warnings to the child and then inform parent/caretaker that the child is behaving in a disruptive manner. If the parent/caretaker refuses or is unable to control the child, they will be asked to leave with the child. If the parent/caretaker has not been located within an hour, is uncooperative, or if the library is closing, the police will be called to assume responsibility for the child. Children are subject to all of the above guidelines and may be banned from the library.

These guidelines are designed to make your library visit safe, productive and pleasant.

Adopted by the Bondurant Community Library Board of Trustees

12/05/2002

Reviewed and Revised

03/2007, 6/2015, 2/2019, 1/2021, 4/2024

Addendum:

702.22 Library materials and equipment.

1. *"Library materials"* include books, plates, pictures, photographs, engravings, paintings, drawings, maps, newspapers, magazines, pamphlets, broadsides, manuscripts, documents, letters, public records, microforms, sound recordings, audiovisual materials in any format, magnetic or other tapes, electronic data processing records, artifacts, and written or printed materials regardless of physical form or characteristics, belonging to, on loan to, or otherwise in the custody of any of the following:

- a. A public library.
- b. A library of an educational, historical, or eleemosynary institution, organization, or society.
- c. A museum.
- d. A repository of public records.

2. *"Library equipment"* includes audio, visual, or audiovisual machines, machinery or equipment belonging to, on loan to or otherwise in the custody of one of the institutions or agencies listed in subsection 1.

714.5 Library materials and equipment - unpurchased merchandise - evidence of intention.

The fact that a person has concealed library materials or equipment as defined in section 702.22 or unpurchased property of a store or other mercantile establishment, either on the premises or outside the premises, is material evidence of intent to deprive the owner, and the finding of library materials or equipment or unpurchased property concealed upon the person or among the belongings of the person, is material evidence of intent to deprive and, if the person conceals or causes to be concealed library materials or equipment or unpurchased property, upon the person or among the belongings of another, the finding of the concealed materials, equipment or property is also material evidence of intent to deprive on the part of the person concealing the library materials, equipment or goods.

The fact that a person fails to return library materials for two months or more after the date the person agreed to return the library materials, or fails to return library equipment for one month or more after the date the person agreed to return the library equipment, is evidence of intent to deprive the owner. Provided a reasonable attempt, has been made to reclaim the materials or equipment, including the mailing by restricted certified mail of notice, that such material or equipment is overdue and criminal actions will be taken. Notices stating the provisions of this section and of section 808.12 with regard to library materials or equipment shall be posted in clear public view in all public libraries, in all libraries of educational, historical or charitable institutions, organizations or societies, in all museums and in all repositories of public records. After the expiration of three days following the due date, the owner of borrowed library equipment may request the assistance of a dispute resolution center, mediation center or appropriate law enforcement agency in recovering the equipment from the borrower.

The owner of library equipment may require deposits by borrowers and in the case of late returns, the owner may impose graduated penalties of up to twenty-five percent of the value of the equipment, based upon the lateness of the return.

In the case of lost library materials or equipment, arrangements may be made to make a monetary settlement.

808.12 Detention and search in theft of library materials and shoplifting.

1. Persons concealing property as set forth in section 7 1 4.5, may be detained and searched by a peace officer, person employed in a facility containing library materials, merchant, or merchant's employee, provided that the detention is for a reasonable length of time and that the search is conducted in a reasonable manner by a person of the same sex and according to subsection 2 of this section.

2. No search of the person under this section shall be conducted by any person other than someone acting under the direction of a peace officer except where permission of the one to be searched has first been obtained.

3. The detention or search under this section by a peace officer, person employed in a facility containing library materials, merchant, or merchant's employee does not render the person liable, in a criminal or civil action, for false arrest or false imprisonment provided the person conducting the search or detention had reasonable grounds to believe the person detained or searched had concealed or was attempting to conceal property as set forth in section 714.5.

[C62, 66, 71, 73, 75, 77, §709.22 - 709.24; C79, 81, §808.12]

BONDURANT COMMUNITY LIBRARY	BOARD
POLICY SECTION	APPROVED 09/2005
INCIDENT REPORT POLICY & FORM	REVISED

INCIDENT REPORT POLICY

The Library Director will keep a confidential file of information on problem incidents in which a CONTACT form has been filed. The purpose of this file is to track any serious problems that are reported by the staff. It will be used to document incidents and to track problems of a reoccurring nature.

CONTACT FORM

Please provide a description of unacceptable behavior reported and a description of any action taken (e.g., person asked to leave and did so; police called; officer escorted person from the library, etc.)

NAME_____

ADDRESS_____

DATE & TIME OF INCIDENT_____

DESCRIPTION OF INCIDENT:

REPORTED BY_____

WITNESSES_____

ACTION TAKEN:

Submit contact form to Library Director.
Director initial when received & read.