

XI. GUIDELINES FOR ACCEPTABLE BEHAVIOR IN THE LIBRARY

- A. The staff of the Irondale Public Library has the responsibility to protect the safety of all patrons and staff members, to maintain the security of City property within the Library, and to maintain order within the Library. The following guidelines are to assist staff in upholding this responsibility by distinguishing unacceptable from acceptable patron behavior.
1. All persons are welcome at the Library during its hours of operation. Authorized entrances and exits must be used. The front door entrance is the only entrance for coming into the building except if a program/meeting is being held in the Meeting Room.
 2. Tobacco use is not permitted in the Library building.
 3. Covered beverages are permitted in the library. Consumption of food is limited to pre-packaged snacks or wrapped items that are consumed by an individual. Food items in the library should be odor free, noiseless and do not leave stains. Hot, smelly, or messy foods such as pizza, burgers, and fries which might disturb others are not allowed. Food should not be eaten near equipment, such as: computers, photocopier. No outside delivery of food is permitted. An exception is made for scheduled events taking place in the Library.
 4. Possession of alcohol or illegal drugs on Library premises is forbidden.
 5. Non-public areas are restricted to Library staff only.
 6. Animals, except service animals, are not allowed in the Library.
 7. Sleeping in the Library is not permitted.
 8. Library patrons must be fully clothed, including shirts and shoes, at all times.
 9. Verbal harassment, physical molestation, assault, threatening or obscene gestures, or any noisy or disruptive behavior is prohibited.
 10. Misuse of restrooms is not permitted.
 11. Library materials may not be taken into restrooms.
 12. All Library materials must be checked out before patrons may leave the building. Reference materials may not be removed from the Library.
 13. All bags, briefcases, purses, containers, books, papers, etc. are subject to inspection should unauthorized possession of materials be suspected
 14. Any person who steals or vandalizes Library property or personal property within the Library shall be subject to prosecution.
 15. Using Library materials or facilities in a manner that is likely to cause damage is not permitted.
 16. Anyone who could be seen as a threat to public health or safety will not be permitted in the Library.
 17. Solicitation and canvassing of patrons and staff is not permitted in the library building. Using the Library for the purposes of selling or collecting funds is prohibited.

18. All children under the age of 7 years must be accompanied by a responsible adult over the age of 14 at all times while on the Library premises. (See **XVII. Unattended Children**)
 19. Patrons should not interfere or obstruct the passage of other patrons and staff inside or outside the building entrances, stairs, walkways, halls or handicap ramps.
 20. Any illegal act or conduct in violation of federal, state, or local law ordinance or regulation is not permitted.
- B. When the behavior of a patron interferes with the uses of the Library by other patrons or with a staff member's completion of his/her duties, the following progressive steps will be taken:
1. Issue a verbal warning, with the statement that person(s) will be asked to leave if the behavior in question does not cease.
 2. Request that the person(s) leave the Library.
 3. Call the police.
- In the case of a juvenile causing a disruption, staff may elect to call the parent and ban the juvenile from the Library for a period of time unless accompanied by a parent.
- C. A staff member may intervene with a child in order to prevent injury or property damage.
- D. Any time a staff member feels that a patron's behavior is threatening to the safety of other patrons or staff members, the staff member in charge will call the police immediately.
- E. Any violation of these rules could result in expulsion from the Library and possible disciplinary action by law enforcement officials.

Library staff has been authorized by the Board to enforce these rules.