

GERMANTOWN COMMUNITY LIBRARY ACCEPTABLE LIBRARY BEHAVIOR POLICY

General rules of library behavior are designed to protect the rights of library users, to outline for library staff members acceptable and appropriate behavior on the part of those users and to preserve library materials and facilities.

1. Smoking and chewing tobacco are not permitted. This includes e-cigarettes.
2. Alcohol is not permitted, per Village Ordinance 9.09.
3. No animals, with the exception of service animals, are allowed in the library unless part of an official library program.
4. Loitering in the building is not permitted, per Village Ordinance 9.08.
5. For health and safety reasons, appropriate footwear must be worn by patrons of any age. Anyone with bare feet will be asked to put shoes on or leave the building.
6. Eating and drinking must follow the guidelines below. Activities in the Meeting Room will follow the Community Meeting Room Policy unless it is part of a special library activity.
 - a. Beverages must be covered.
 - b. No food or beverages are allowed near any Germantown Community Library computer equipment.
 - c. Patrons are responsible for cleaning up their area.
 - d. Food and beverages should not disturb other patrons. This may be at the discretion of library staff.
7. Cell phones and other electronic devices must be silenced when entering the library. Loud or extended conversations must be taken to the lobby.
8. Parents are responsible for the behavior of their children. A responsible party, age 11 or older, must accompany and supervise all children under the age of 7. The library does not accept responsibility for any unsupervised children. The parent/guardians of unsupervised children will be contacted to pick up or join the children. Unresolved or repeated situations may be referred to the Germantown Police Department.
9. Any other behavior disturbing to library patrons or staff, endangering other persons, or damaging physical property is not allowed. Patrons will be asked to cease such activity and/or be excluded from the building. Anyone found willfully damaging, defacing or destroying library property will be assessed the full repair/replacement cost of the item(s).

Unacceptable behavior may result in the suspension of library privileges, expulsion from the library and/or possible arrest for violations of Village ordinances. Staff members observing unacceptable behavior shall take appropriate action as outlined below. At their discretion, staff members shall also fill out an incident report and forward it to the Library Director or designee.

STEPS TO BE TAKEN IN A DISCIPLINARY SITUATION

1. Verbal Warning: Staff members shall issue one verbal warning to anyone violating the rules of behavior as listed above.
2. If there is not a positive response to the verbal warning, staff may ask the offender to leave the premises.

3. If the offender resists, staff are to immediately report to the Library Director or designee for assistance. If the Library Director or designee is not available, staff is to contact the Police Department for assistance.
4. In the event that expulsion from the premises is necessary, staff should fill out an Incident Report and forward it to the Library Director or designee.

The final decision regarding revoking library privileges in a potential disciplinary situation rests with the individual staff members on duty. Appeals can be made to the Library Director or designee.

ADOPTED: 5/25/05

REVISED AND ADOPTED: 8/23/17