

## **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 is not permitted.
2. Alcohol is not permitted, per Village Ordinance 9.09.
3. No animals, with the exception of service animals for the blind or handicapped, 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 is not allowed in any public areas of the building (excluding the Meeting Room-see Meeting Room Policy) unless as part of a special library activity.
7. Parents are responsible for the behavior of their children. An adult must accompany all children under the age of 7. The library does not accept responsibility for any unsupervised children.
8. Any other behavior disturbing to library patrons or staff, endangering other persons, or damaging physical problems is not allowed. People 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.

### **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 will ask the offender to leave the premises.
3. If the offender resists, staff are to immediately report to the Library Director for assistance. If the Library Director is not available, staff is to contact 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.

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