

White House Library Patron Behavior and Banning Policy

Revised by library board on January 12, 2023

The White House Library tries to ensure that the library facility is safe, welcoming, and provides adequate services and resources for its patrons. The White House Library offers its services to all residents of the community regardless of age, sex, racial or ethnic origin, religion, economic status, etc. The purposes of this policy are to define the types of behavior that are unsuitable inside the White House Library, on property grounds, and while using library resources and to clearly identify the measures that the library staff may take when patrons violate the library code of conduct.

Library users have a right to assume that visits to the library will be free from harassment, free from physical discomfort and danger, and free from psychological and emotional stress. To assure the successful implementation of this policy, the White House Library Board believes unacceptable behaviors include, but are not limited to the following:

1. Illegal acts
2. Sexual activity or harassment
3. Stealing or damaging library property
4. Possession of illegal items, drugs, and alcohol and/or being under the influence of those substances
5. Loitering or trespassing on the library premise
6. Eating or drinking within the library unless at authorized library events or in a designated eating area.
7. Smoking, chewing or using tobacco products or e-cigarettes and vapes in the library
8. Possession of weapons or items that may be used as weapons
9. Blocking of aisles or entrances to the library
10. Entering into staff only areas without permission
11. Disturb patrons or staff with loud music, talking, sounds, or cell phone ringers.
12. Running, pushing, threatening, harassing or engaging in behavior that could cause physical or psychological harm to patrons or staff.
13. Soliciting of any kind and/or asking for signatures on petitions
14. Monopolizing library resources or staff time
15. Sleeping on the library property

While visiting the White House Library, patrons are required to:

1. Show respect and civility to library staff and other library users.
2. Wear appropriate attire, including shoes and shirts. No wet clothes or bathing suits inside.
3. Not present an odor nuisance
4. Not bring animals into the library, other than service animals-nor leave unattended animals outside on the library's premises. Animals for a library-approved program are allowed in the building.
5. Ask permission to use library telephones. Use of the Library's phones is limited to emergencies and requests for transportation.

6. Use library furniture, materials, equipment and facilities for their intended purposes and in a manner that does not cause any damage to them. This includes restrooms and not bathing, shaving, doing laundry or staying in a stall for a longer than normal period of time.
7. Not to leave their personal belongings unattended in the library.
8. Adults may use the children and teen areas when accompanied by a child/teen or if the adult is actively using library material in those area. Adults not in compliance with this provision will be asked to use another area of the library.
9. Follow all the Library's policies, unattended children protocol, and listen to library staff directions.

Staff Response to Infractions

When a person violates this code of conduct, he/she will be informed of the policy and asked to cease by library personnel. If the behavior persists after being asked to stop, then the violator will be asked to leave the premises for at least 24 hours. The Library Director should be contacted as soon as possible if a person is banned for 24 hours from the library. The rest of the staff should also be notified of the individual's name and why he/she was banned.

If a person exhibits behavior that constitutes an imminent serious threat to library property, library users, or library staff, or is repeating an offense that caused the individual to be previously banned for a 24-hour period, then library staff should contact the police immediately to have the individual removed from the premises. The staff will also inform the individual that he/she is now banned from the library the Library Director will review the reasons that the person was banned and determine if the ban should remain in effect or be lifted. The Director will send a letter to the individual informing him/her of the length of the ban or the removal of a ban. The Director will also inform the staff members, Library Board Chair, and City Administrator of the incident and action taken.

If the Library Director feels the individual should be banned for a period greater than 12 months, then the Library Board must vote to determine the time frame for which an individual should be banned.

Should a banned individual want to contest a ban then notification must be made via letter, email, or phone call to the Library Director. The Library Director will inform the Board and the appeal will then be heard at the next regularly scheduled meeting of the Board of Trustees unless the Board agrees to hold a special meeting. Trustees will decide by majority vote to lift the ban. A person's ban will remain in effect until this vote is taken. Once the Board has voted to either lift or leave the ban, then the Library Director will contact the person making the appeal to inform him/her of the Board's decision.

All staff members have the authority to ask someone to leave for a 24-hour period if they feel the need to do so. If a patron fails to leave the library when ordered to do so by a staff member, then the police should be called to have the individual ejected. Staff members need to notify the Library Director of any ban. If the Director cannot be reached, then the Catalog Librarian should be notified unless unavailable in which case the Children's Librarian should be notified. The Library Chair should also be notified of any major incidences.

Juvenile Banning Procedure

If the violator is a minor and has been asked to stop his/her behavior, then staff members will contact the child's parent and have the legal guardian remove the child from the library premises. If the child's parents cannot be reached, then the proper law enforcement will be called. If the minor commits a second offense after being removed from the library once before, then an alternative ban may be issued in which the minor is not allowed to use the library unless he/she is accompanied and supervised by his/her legal guardian for a set period of either 30 to 60 days. Failure to abide by the restriction, or if the minor commits a serious offense, may result in the juvenile being banned from all library premises.