

White House Library Disruptive Behavior and Banning Policy

Revised by library board on January 12, 2017

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:

- Committing or attempting to commit any activity that would constitute a crime or a violation of City or County ordinances.
- Displaying or using any dangerous weapon upon library premises or using or threatening to use any other object in such a manner that it may be considered a weapon.
- Engaging in any physically intimidating or assaultive behavior or making any threats of violence or requests of unlawful activities. The library has a policy of zero tolerance for threats and acts of violence. Any person engaging in such behaviors will be immediately ejected from the library.
- Causing any psychological or emotional stress to library users or staff.
- Possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance.
- Trespassing by entering or remaining on library premises after having been notified by an authorized individual not to do so, and entering or remaining on the library premises during the period in which an individual has been banned from the premises.
- Refusing to follow the reasonable directions of library staff.
- Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to library users or staff including, stalking, prolonged staring at or following another with the intent to annoy or intentionally behaving in a manner that could reasonably be expected to annoy or disturb other patrons.
- Impeding on the personal space of another patron or staff members.
- Leaving children under the age of 9 unattended in the library or on the grounds.
- Engaging in any sexual contact, activities or conduct.
- Selling, soliciting, surveying, distributing written materials, panhandling or canvassing for any political, charitable or religious purposes inside a library building, doorway or vestibule without prior authorization of the Library Director or designee.
- Eating, drinking, smoking e-cigarettes or tobacco or using other tobacco products inside the library.

- Engaging in excessive or disruptive conversations, talking loudly, using personal electronic equipment at such a volume or making ongoing noise that is unreasonably disturbing to other library users.
- Using obscene or abusive language, whether written or spoken.
- Improperly using library restrooms or facilities for purposes such as bathing, shaving or changing clothes.
- Taking library materials into the rest rooms.
- Bringing any animal into the library without permission unless it is a service animal.
- Bringing personal items into the library that may be offensive or obscene to others.
- Entering non-public library areas such as staff break rooms, work rooms, etc. without permission.
- Removing of any library property from the building without authorization through the use of established lending procedures.
- Willfully destroying, damaging or stealing library property or the property of library users or staff.
- Moving furniture without the express consent of the library staff or use of furniture in any manner that may damage the furniture, including placing feet on the furniture.
- Blocking of aisles with personal items or leaving such items unattended on library premises at any time. Items may be removed from the library premises if they reasonably appear to be abandoned or have been left unattended for 30 minutes or more.
- Interfering with the safe and free passage of library staff or patrons on the premises including but not limited to the placement of objects in hallways, aisles, flooring or elsewhere in a manner that impedes the free passage of such persons exiting, entering or already inside the library.
- Violating the library rules for acceptable use of the internet and library public computers/laptops.
- Not wearing a shirt or shoes within the library or wearing clothing that is offensive or inappropriate such, as see-through or revealing clothing.
- Using library telephones without permission.
- Talking on cell phones during a library program.
- Entering or remaining upon library premises with a bodily hygiene so offensive that it constitutes a nuisance to others.
- Sleeping, napping or dozing in or on the library premises.
- Adults are permitted in the Children's and Teen areas when accompanied by a child/youth or if the adult is actively reading/using library materials from the child/teen areas. Any adult not in compliance with this provision will be asked to use other areas of the library.

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 ~~and~~ 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.