Patron Code of Conduct
Idaho Falls Public Library

To ensure that all visitors to the Idaho Falls Public Library are able to use the resources and services available at the library, the board of trustees has adopted the following guidelines for behavior. Violation of these guidelines may result in loss of library privileges as well as the right to enter the library building.

All visitors are required to respect others and the library staff. Behavior that may interfere with library services, employees, or other visitors is forbidden. This behavior includes but is not limited to:

a. Use of profane, obscene or abusive language or acts.
b. Possession or use of alcohol or illegal drugs.
c. Mutilation, defacement or theft of library property.
d. Use of furniture or facilities in a manner for which they were not intended or designed.
e. **Sitting or lying on the floor of the library except when looking for shelved materials**
f. Harassing or threatening other visitors or library staff.
g. Selling, soliciting or mass distribution of materials.
h. Smoking, Vaping or Huffing.
i. Disorderly conduct.
j. Interfering with the performance of duties of Library staff or any other act which impairs the safe and efficient operation and performance of the Library and its employees.
k. **Camping on Library grounds**
l. **Abandoning or leaving personal property unattended. Unattended property will be considered abandoned and will be disposed of in accordance with City Policy.**
m. Refusal to obey a lawful directive that facilitates the safe and efficient and orderly operation of the Library.

The volume of voices should be kept low while visiting the library.

Animals other than those required for library programs, law enforcement assistance or animals allowed by the American with Disabilities Act are not permitted in the library.

All briefcases, handbags, packages, overcoats and shopping bags may be subject to inspection.

Violation of local, state or federal law will be reported to the proper authorities.

All library staff are authorized by the Library Board to enforce the Patron Code of Conduct. Should a library staff member see a patron violating the Code of Conduct, it is the staff member's responsibility to notify their supervisor, if available, of the violation of the Code of Conduct. If the supervisor is unavailable then the staff member is responsible and authorized to notify the offending patron and give the offending patron a copy of the first page of this policy and ask them to cease the inappropriate behavior **or in the case of egregious behavior to leave the library for the day**. Should the **non-egregious** inappropriate behavior continue, the patron will be asked to leave the library for the rest of that day. The staff member shall document the incident in writing **as soon as practical** ~~prior to the patron leaving the library on the day of the incident.~~ A copy of the incident shall be transmitted to the library director who shall then notify the board chair **in a timely manner**.

All patrons asked to leave the library may appeal that decision to the library director, or the director's designee~~, of the library~~ at the time of the occurrence.

Only the library board of trustees shall have the authority to permanently trespass a patron from entering the library. The library director is authorized to temporarily trespass serious or repeat violators from entering the library. Such temporary trespasses shall continue only until the next ~~scheduled~~ library board meeting. Such a violator shall be notified of the temporary trespass and of the date and time of the next library board of trustees meeting. ~~The library board of trustees shall hear why such a temporary trespass should not become a permanent trespass at the date and time on the temporary trespass notice.~~ **The library board of trustees shall decide if the temporary trespass should extend for a period of time or become a permanent trespass at their next meeting after the infraction. If the patron does not appear at the next meeting, the board may decide the issue without the patron being present**

Library staff are authorized to call the police to remove patrons who violate the patron code of conduct and refuse to leave the library or who otherwise pose a risk to others. Library staff are authorized to request that the police issue a criminal trespass citation for patrons who refuse to leave.