

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. Harassing or threatening other visitors or library staff.
- f. Selling, soliciting or mass distribution of materials.
- g. Smoking or Vaping
- h. Disorderly conduct.
- i. 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.
- j. 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 will have the responsibility to enforce the Patron Code of Conduct. Should a library staff member see a visitor violating the Code of Conduct, it will be 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 will notify the patron and give the offender a copy of the first page of this policy and ask them to cease the inappropriate behavior. Should the behavior continue, the visitor 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 practicable, prior to leaving the library the day of the occurrence**. A copy of the incident shall be transmitted to the library director who shall then notify the board chair.

All visitors asked to leave the library may appeal that decision to the library director or the person in charge of the library at the time of the occurrence.

Only the library board of trustees shall have the authority to permanently prohibit a visitor from entering the library. The library director shall, **in consultation with the chair of the board of trustees**, have the authority to prohibit a **serious or repeat** violator from entering the library until the next library board meeting. Such an offender shall be notified of such prohibition and of the date and time of the next library board of trustees meeting.

ADOPTED MARCH 24, 2005
Last Revised September 23, 2021