

Parlin-Ingersoll Public Library Patron Behavior/Code of Conduct Policy

The Parlin-Ingersoll Public Library is dedicated to providing access to knowledge and information through reading, writing, computer technology, and quiet contemplation, providing patrons the right to use materials and services without being disturbed or impeded, and providing patrons and employees a secure and comfortable environment. The Public Library Act provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the library and providing library services and the specific power to “exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed.” Interpretation of the inappropriateness of print or photo materials, and of terms such as “abusive conduct” and “disruptive behavior” shall be at the discretion of staff members who witness these infractions.

Examples of behavior and conduct considered abusive, disruptive, or generally unacceptable, may include, but not be limited to:

- Behavior issues: Patrons not using the library or its property in a considerate manner, disturbing other patrons or staff, or violating the internet/computer use agreement, using profanity or other inappropriate language for a public place
- Illegal activities: Violating any federal, state, or local laws
- Alcohol or drugs: Individuals under the influence of alcohol or illegal drugs or who possess or consume alcohol or drugs in the library or on library property will be asked to leave. Law enforcement may be called
- Smoking or vaping is not allowed in the library
- Cell phones: Use is limited only to necessary calls. Otherwise use should be outside the building
- Soliciting: No soliciting, “panhandling,” or loitering on library grounds
- Unattended children: Children under the age of 6 should never be left alone in the library. Those ages 6-9 should have a parent or caregiver somewhere in the building
- Insects: Individuals, packages, or materials infested with insects such as lice, bedbugs, or roaches, are not allowed in the library or on library property.
- Personal belongings must be attended at all times.
- Refer to the library Code of Conduct Rules for more specific details

The Board of Library Trustees of the Parlin-Ingersoll Public Library establishes its conduct ordinance as follows:

Section 1.

A patron who engages in any activity which materially disrupts the use of library facilities, collections, or services by patrons or materially disrupts the ability of the staff to perform its duties shall cease such activity immediately upon request by library personnel.

Section 2.

In such instances involving minors, identification will be requested and the incident may be reported to the parent or guardian.

Section 3.

If, following a request, the patron fails or refuses to comply or responds to the request in an abusive fashion, he or she will be required to leave the library premises immediately for the balance of that calendar day. If he or she fails to leave, the police will be summoned.

Section 4.

Library personnel will record instances in which patrons are required to leave the library in incident reports maintained at the library for that purpose. Upon the 2nd recorded instance in which a patron is required to leave the library premises within a thirty-day period, the Director shall bar the patron from use of library premises for a period of thirty days. Parents or guardians of minors will be notified in writing after the 2nd recorded instance in which a minor is required to leave the library and advised of the consequences of any further recorded instances.

Suspension for insect infestation will be immediate. Charges may be assessed for damaged materials. Proof of successful, professional extermination must be shown to restore privileges.

Section 5.

Parents wishing to appeal such action may do so upon written request to the Board of Library Trustees.

Section 6.

In the event a patron barred from the use of the library attempts entry to the library during any such period of exclusion, the police will be summoned and informed of the prior action.

Section 7.

In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the Director shall report to the Board of Library Trustees such conduct following prior exclusion and the Board will consider a long-term exclusion of that patron.

Section 8.

This Ordinance shall take effect immediately upon enactment and approval according to law and will be in full force and effect thereafter. A copy shall be posted within three days of enactment at the library, and the secretary shall maintain a certified copy in the official records of the library available for public inspection.