

Luther Area Public Library

Patron Code of Conduct Policy

The Luther Area Public Library seeks to provide an enriching environment for its patrons and to protect the property of the library. Behavior which disrupts this environment or that otherwise endangers the health, safety, and welfare of patrons, staff, or library property is prohibited. The following are prohibited in the library:

- Any illegal activity, including, but not limited to, destruction or theft of property.
- Loud, disruptive, or inappropriate behavior.
- Disruptive use of cell phones or other electronic equipment.
- Use of alcohol, controlled substances, or tobacco products, including smoking or vaping in the library building.
- Trespassing or loitering on library property after hours, or after being asked to leave by library staff.
- Entering the library without wearing proper clothing, including a shirt and shoes.
- Using any wheeled recreational devices on library property.
- Failure to follow directions of a library staff member.
- Consuming food or drink near computers.
- Campaigning, petitioning, interviewing, survey-taking, or engaging in speech or conduct which results in the disruption of library services.
- Committing or attempting to commit an activity in violation of federal, state, local law, ordinance, or regulation.

Failure to Follow Guidelines

The Library Director, his or her designee, and library staff are authorized to enforce this policy with the assistance of the Lake County Sheriff's Office when necessary. Library users who fail to abide by this policy are subject to removal from the library and suspension or revocation of library access and privileges. Illegal activity will be prosecuted to the extent authorized by law.

For every warning and/or suspension, staff will fill out an Incident Report on the day of occurrence and forward it to the Director for logging and review. Repeat disruptive and/or destructive acts will result in increasing suspension periods.

If the suspended person returns to the library before the suspension period has expired, and if they refuse to leave the library when asked to do so, library staff may call the police to have the person removed and/or prosecuted for criminal trespass.

Appeal

Patrons may appeal the suspension of access by writing to the President of the Library Board within 10 business days of the suspension. The appeal will be discussed at the next regular meeting of the Library Board. The decision of the Library Board is final.

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NOTICE OF PATRON CODE OF CONDUCT POLICY VIOLATION

Patron _____

Date of Incident _____

This is notice that you have violated the Luther Area Public Library Patron Code of Conduct Policy.

Your violation(s): (Circle)

Excessive Noise or Disruption

Trespass/Loitering

Illegal Activity

Misuse of Library Materials/Equipment

Failure to Follow Directions of Library Staff

Other: _____

As a result of this violation, you are suspended from the library grounds for _____ day(s) beginning _____, 20__, based on the severity of the violation and prior violations, if any.

If patron is a minor, this form must be signed by the patron and their parent or guardian. The parent or guardian must personally meet with the Director to discuss the violation(s) and ways to avoid them in the future before the patron's library privileges are reinstated. The suspension period will begin on the date of the parent/Director meeting. To arrange for a meeting with the Director, call 231-797-8006.

Date _____

Patron Signature _____

Parent Signature _____

(Parent or guardian must sign if patron is a minor)

Staff Member Signature _____

Any patron that loses library privileges as a result of violations to this policy may file a written appeal to the President of the Library Board within 10 business days of the suspension. The appeal will be discussed at the next regular meeting of the Library Board. The decision of the Library Board is final.

Copies to:

Patron (and parent or guardian if patron is a minor)

Library Director

Library Board President