

The Ada Community Library has an obligation to its patrons to maintain an atmosphere conducive to reading, study, research, and the pursuit of life-long learning opportunities. A person's right to use the library should not be denied or abridged because of origin, age, background, or views. The library supports the rights of all individuals to use the library without discrimination; to receive friendly, courteous and respectful service; to have a clean, comfortable and pleasant environment; and to use the library undisturbed without threat of harm, invasion of property, or interference.

Library patrons are expected to use the library, including its facilities, grounds, resources and materials, in a responsible, appropriate, and courteous way. Irresponsible use is any behavior which either consciously or unconsciously violates, restricts, or otherwise negatively impacts the rights of staff or patrons using the library, or damages library materials.

The guidelines below are posted for the comfort and protection of all. The guidelines will be courteously but firmly enforced by library staff. If necessary, staff may call the Ada County Sheriff's Department for assistance. Patrons who fail to follow the library's guidelines and posted rules may lose library privileges, may be removed from the library, suspended for a period of time (see Appendix), and/or may face legal action.

Unacceptable behavior in the library, and supporting examples, includes, but is not limited to:

1. Any illegal activity, including theft, damage to, or unauthorized alteration of any library property. Examples may include, but are not limited to: altering or damaging the setup of computer equipment or software; writing on library materials; cutting or tearing out pages from books, magazines, or newspapers; or damaging fixtures and furnishings.

2. Disorderly, drunken, disruptive, or threatening behavior, including behavior that may jeopardize the personal safety of library patrons or staff. Examples may include, but are not limited to: cursing; making obscene gestures; threatening the personal safety of patrons or staff; transmitting or displaying threatening, harassing, malicious, or abusive language and/or images; fighting; climbing on fixtures; playing in and around the elevator; running, skateboarding, or rollerblading. Patrons with skateboards or roller blades are asked to carry, place, and/or store them so as not to create a safety hazard for other users.

3. Patrons carrying or displaying symptoms of contagious diseases or conditions. Examples may include, but are not limited to, head lice, chicken pox, and pink eye.

4. Loitering. Examples may include, but are not limited to: blocking library entry ways, vestibules, or staircases; and groups congregating on library grounds without permission of duly authorized library staff

5. Intoxication resulting from the use of alcohol or drugs or the use or consumption of drugs, alcohol, or tobacco products or any electronic smoking device and/or vapor based products, in the library, including restrooms, or anywhere on library grounds, including parking areas, sidewalks, and curtilage.

6. Consumption of beverages without lids or food around equipment or sensitive materials, except during approved special functions.

7. Possession on library grounds of any deadly or concealed weapon except as expressly permitted by law.

8. Conduct, whether verbal, visual, or physical, that alarms, annoys, harasses, or impacts the privacy of other library patrons or impedes duties of staff. Examples may include, but are not limited to: certain photographing or recording; being shirtless/shoeless; stalking; inappropriate displays of affection; excessive odors; aggressive petitioning or protesting; adults in the Youth Services area unaccompanied by a child and not engaged in library business.

9. Indecent exposure, harassment, or display(s) of pornography. Examples may include, but are not limited to: unpermitted touching; attempts or threats of physical contact; solicitation for sex; display of sexually explicit images, including sites from the Internet.

10. Solicitation of donations of money, distribution of materials at the library, installation of any advertisement or election posters/signs on library property, peddling or vending, and panhandling, solicitation of signatures, distribution of leaflets, or protesting within 20 feet of entryways.

11. Production of excessive noise that is not part of an authorized library program and that disturbs others. Examples may include, but are not limited to: loud talking, singing, or crying; repeatedly ringing cell phones; playing musical instruments; and use of televisions, radios, or music players without headphones.

12. Possession of animals or pets in the library except as part of an authorized library program. Accredited guide or service animals in harness or on leash for the purpose of assisting or accommodating a person with a physical disability are not subject to the foregoing limitation.

13. Presence in employee only/non-public areas of the library.

In addition, parents or other adults accompanying minor children are responsible for the behavior of those children. Parents or other adults accompanying minor children attending scheduled library programs are to remain in the library during all such programs. Parents and other adults are expected to control the children they accompany, not only for the safety of such children, but to show respect for other library patrons.

Any person who engages in any of the above-listed behaviors or any other unacceptable behavior is subject to immediate removal by library administrative staff. Individuals who engage in the above-listed behaviors or any other unacceptable behavior may also be subject to suspension or being banned from the library and/or legal action which may include exclusion. Any individual who is asked to leave the library as a result of the violation of these guidelines and who refuses to do so shall be considered trespassing and may be subject to arrest. For details regarding appeals of suspensions or bans, see Appendix.

Appendix: Suspensions and Bans

The following guidelines are to be used when a library patron has violated the Patron Rights and Responsibilities policy sufficiently to require suspension or banning from the library property. The length of the suspension or ban will be based on the nature of the violation. The examples listed are illustrative, not exhaustive.

- A one-day suspension is for behavior such as refusing to comply with standard rules in the Patron Rights and Responsibilities. This is more minor disruptive behavior and should be considered the basic

response when patrons are having a hard time handling library rules. One day can serve to calm people down without causing further disruption. A form will be used to document the incident.

- A 30-day suspension is used when a longer “cooling down” period is needed. This is generally for serious verbal abuse or inappropriate language but could include minor assault. This also applies to repeat offenders who have already been banned for one day several times or mild vandalism. A form will be used to document the incident and a letter will be provided to the patron when possible.

- A six-month ban is for more pronounced disruptive behavior and for more serious violations of the Patron Rights and Responsibilities. This also includes significant verbal harassment of the staff or other patrons or more significant vandalism. This also includes patrons who have had prior one day or 30 day bans and who continue to violate the Patron Rights and Responsibilities policy. A form will be used to document the incident and a letter will be provided to the patron when possible.

- A one-year ban is for very serious problems, such as verbally or physically threatening behavior, physical assaults of staff or other patrons, or criminal activity in the library, with concern for possible continuation or serious or ongoing vandalism. The police are usually called for this type of incident and the patron may be arrested. Serious assaults could include threats of violence such as “I’ll kill you if I see you again” or “I’m going to bring my gun and take care of things myself next time”. This can also include patrons who have repeatedly violated the Patron Rights and Responsibilities policy and have prior history of suspensions from the library. At the end of the banning year, the Library Director or designee will review the banning and decide whether the

period of time needs to be extended. A form will be used to document the incident and a letter will be provided to the patron when possible.

- Beyond a year ban is for the most serious incidents such as shooting a gun in the library, serious, ongoing threatening behavior towards minors or stalking a staff member. The Library Director will review the incident to make the appropriate decision as to the length of banning. Prior to the end of the banning period, the Library Director will review the banning and decide whether the period of time needs to be extended. A form will be used to document the incident and a letter will be provided to the patron when possible. The Library may also ban until further notice until we have a chance to investigate and review an incident. The patron will be notified of the decision once it has been made.

The Library Board gives the Library Director full authority to make decisions concerning banning patrons. The Library Director may also delegate authority for banning decisions when necessary. A notice of suspension may be given verbally but any suspension beyond a day will be accompanied by a written notice to the person, parent or responsible adult and will include the reason(s) for the suspension or ban. The patron will be advised that if they want to appeal the decision, they must contact the Library Director within 10 days of the date of this document. The Library Director and/or designee will meet with the patron and then issue a decision concerning the matter. The Library Director's or designee's decision is final.