

# Lodi Public Library

## PATRON RESPONSIBILITY AND CONDUCT POLICY

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All persons are welcome in the Lodi Public Library. The Lodi Public Library Board seeks to set standards of behavior in order to provide the greatest access to the greatest number of people, ensuring the safety of library users, staff, and resources.

### *Patrons are expected to:*

- Understand that the library is a public place shared by many.
- Be courteous and respectful to other library patrons and staff.
- Attend children in their care, keep them safe, and pick them up before the library closes.
- Refrain from the use of tobacco products, including electronic cigarettes, while in the library building or on library grounds.
- Respect library property.
- Safeguard personal items.
- Gain permission from library staff before using photographic equipment or video cameras in the building.
- Remain awake during their time at the library.
- Maintain an appropriate level of personal hygiene.
- Comply with all federal, state, and local laws.

### *Staff response to misconduct:*

When the library staff observes or receives complaint about disruptive behavior, and the behavior is perceived as nonthreatening:

1. The patron will be asked politely to improve his/her conduct.
2. If the inappropriate behavior continues he/she will be given a warning that behavior must be improved or he/she will be asked to leave the library.
3. If after a warning the behavior continues, the Director (or Person in Charge) will ask the patron to leave.
4. If the patron does not comply, the Director (or Person in Charge) will call the City of Lodi Police.

\*Any conduct that threatens the safety of any person or is damaging to library property, equipment, or facilities, may result in immediate expulsion. Library staff is authorized to contact the Lodi Police to respond to such situations.

### *Banning:*

If a person has engaged in severe or repeat misconduct, the Director may choose to ban the individual for up to one year.

1. The Director will issue a written ban letter notifying the individual that he or she is banned from the Lodi Public Library. The letter shall indicate the reasons for the ban and the time period of the ban. A copy of the written ban shall be forwarded to the Lodi Police Department for information purposes.
2. Until such time as the ban has expired or been reversed on appeal by the Library Board, the individual may not enter the library or its grounds.
3. If a banned individual enters the Lodi Public Library, the police will be called and the individual may be arrested for trespassing.

### *Unattended children:*

Library staff is not expected to assume responsibility for the care of unsupervised children in the library. Therefore:

- Children age 7 and under must be accompanied by a parent or designated responsible person while in the library. The parent/responsible person must remain in the library and attentive to the child throughout the visit, including the library-led programs.
- Staff cannot monitor the whereabouts or behavior of, or assume responsibility for, a child's care while they use the library.

*Adopted 09/16/2019*

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