

Lyons Regional Library District Behavior Policy

Purpose

The Lyons Community Library's Behavior Policy is designed to:

- Ensure Library patrons and visitors are provided a safe and pleasant environment consistent with the Library's goal of creating an inclusive and welcoming space that encourages the proper use of the Library.
- Enable Library staff to effectively perform their roles and responsibilities and enjoy a safe and secure workplace.
- Protect Library materials, facilities, and property from damage, theft, or improper care.

Prohibited behaviors are those which, as assessed by the Library staff:

- Infringe on the use and enjoyment of the Library by others, or
- Interfere with the ability of staff or volunteers to do their work, or
- Endanger Library materials, facilities, or property.

Policy

Behavior prohibited by the Library includes, but is not limited to:

1. Engaging in loud or otherwise disruptive conversations or conduct, including loud use of phones, audio-visual equipment, computers, or other equipment.
2. Eating or drinking outside authorized areas.
3. The use of tobacco products including e-cigarettes.
4. The possession or use of alcohol or other controlled substances or being perceived by staff as being impaired from the use of such substances. Responsible consumption of alcohol served as part of a Library event may be permitted in designated areas.
5. Bringing any animal into the building except an animal needed and trained to assist a person with disabilities or an animal that is part of an authorized Library program or function. Animals left outside the Library may not impede access to the Library.
6. Sleeping in a manner that disturbs others or interferes with the use of the Library by others.
7. Damaging, defacing, or stealing Library property.
8. Using furniture in an inappropriate or unsafe manner.
9. Harassing patrons, visitors, or Library staff in a physical, sexual, or verbal manner including, but not limited to, attempts to intimidate, annoy, or provoke others by following, prolonged staring, or engaging in behavior that Library staff believes is meant to mock, taunt, or bait, or which can be reasonably expected to disturb others.
10. Soliciting, selling, campaigning, petitioning, or distributing materials or goods in the Library or near entryways except as specifically approved by the Director.
11. Being present in Library offices, lounges, storage areas, or other non-public areas while unaccompanied by a Library staff member or without prior approval by Library staff.
12. Failing to leave the premises at closing time.
13. Failing to leave the premises when so directed by Library staff.
14. Engaging in any illegal act or conduct in violation of Federal, State, or local law, ordinance, or regulation.
15. Other kinds of behavior deemed disruptive or a nuisance by the Library Director or designated staff members.

Quiet Reading Room

The Quiet Reading Room is reserved for silent study, reading, or similar activities. Patrons and visitors are expected to move to another area of the Library to speak on the phone or participate in extended conversations.

Supervision, Safety, and Behavior of Children in the Library

Children under 8 years of age must be under direct and constant supervision of a caregiver (i.e. an adult or mature adolescent) who assumes full responsibility for the child's safety and behavior in the Library.

When a child younger than 8 years of age attends a Library program, "direct and constant supervision" may not require the caregiver's attendance at the program. The caregiver should, however, be readily available in case he or she is needed to provide supervision. *Please refer to the Safe Child Policy for further details.*

Photography in the Library

As a public facility, the Library is unable to place many restrictions on a photographer/videographer who wishes to take photos or videos in open, public areas of the building. That said, staff have the right to impose certain time, place, or manner restrictions for safety reasons and for continuous library operations.

The use of photography equipment—such as tripods or lighting—is not permitted for safety and liability reasons unless previously authorized by the Director. Staff may stop any photography or video recording that appears to interfere with the Library's ability to conduct business or that compromises public safety or security.

Photographers/videographers are asked to be respectful of other library users and to observe the following:

- Refrain from disturbing other library users (examples: using tripods or flash photography).
- Taking photos/video of specific, copyrighted (or otherwise protected) materials for the purpose of redistribution is not permitted.
- Taking photos/video, or audio of any person in staff-only areas is not permitted.

Attendance at library programs and events constitutes consent to be photographed by authorized Library personnel for Library publicity purposes. As a courtesy, when possible, patrons or visitors - especially those accompanying children - will be consulted prior to being photographed. Reasonable effort will be made to honor both a patron's statutorily protected right to privacy and their freedom to read.

Enforcement

Library staff will request patrons and visitors who do not behave in accordance with these standards to correct their behavior or leave the Library. Violations of this policy may result in suspension from the facility depending on the severity and/or frequency of the violation.

Approved and Adopted by the Lyons Regional Library District: May 17, 2022