

Geneva Public Library Behavior Policy

Geneva Public Library has established this Behavior Policy to ensure that the library and Secret Garden are safe, welcoming, and provide equitable access to materials and services for all library users and staff.

Level One Offenses

No individual may engage in inappropriate conduct on the premises of the Geneva Public Library. The premises of the library includes all inside and outside areas of the Geneva Public Library property, including parking areas and the Secret Garden. Inappropriate conduct includes any individual or group activity which is disruptive to other individuals lawfully using the library, materials, equipment, or premises.

Below are examples of Level One Offenses, but not a comprehensive list.

- Animals or pets other than certified Americans with Disabilities Act service animals.
- Bathing, shaving, or other personal hygiene activities.
- Blocking the sidewalk with bicycles, scooters, etc.
- Emotional or physical violence.
- Kicking or tripping.
- Littering, including cigarette butts.
- Loitering in the area immediately in front of a building entrance or in the book drop alcove.
- Persons over the age of 4 must wear shoes and shirts in the library.
- Public displays of affection.
- Indoor use of rollerblades, skateboards, or other sporting or wheeled equipment.
- Roughhousing or wrestling.
- Running (acceptable outside only).
- Sleeping.
- Smoking, use of tobacco products, or electronic smoking devices (acceptable for people of legal age, outside only, and not within 20 feet of the entrance).
- Speaking or making noises above a normal conversation level (≥ 60 decibels).
- Tampering with, or damaging, library property, including plants in the Secret Garden.
- Using another person's library card to procure library materials or services.
- Using profanity.
- Behaviors that any patron or staff member finds inappropriate.

Reponses to Offenses

Warnings. A "one and done" policy is enacted if a patron exhibits any of these behaviors. First, the patron will be asked to read this behavior policy, or have this policy read aloud to them; and one warning will be given. If any further behaviors are exhibited, regardless if it is the same unacceptable behavior or a new unacceptable behavior, the patron will receive Penalty #1.

Penalty #1. After one warning, the patron will be restricted from the premises for the remainder of the day. If the offending person is a minor, the minor will be allowed to utilize the library telephone to contact their parent/guardian.

Penalty #2. If the patron has received Penalty #1 within the last seven days, has returned to the library, and again displays inappropriate behavior, the patron will not be allowed on the premises for seven days. If the offending person is a minor, the parent/guardian of the minor will be notified and must visit with staff, in person, about the unacceptable behavior, before the minor is allowed to return.

Penalty #3. If the patron has received Penalty #2 within the last seven days, has returned to the library, and again displays inappropriate behavior, the patron will not be allowed on the grounds for one month (30 days). If the offending person is a minor, the parent/guardian of the minor will be notified and must visit with staff, in person, about the unacceptable behavior, before the minor is allowed to return.

Level Two Behaviors

The following unacceptable behaviors will not warrant a warning, but rather the patron will be immediately asked to leave the property until the behavior can be resolved or changed.

- Being under the influence of drugs or alcohol.
- Bringing a weapon into or on premises, carrying concealed with a permit is also prohibited.
- Individuals with body hygiene that is offensive or constitutes a nuisance to others.
- Placing anything other than library materials into the book drop.

Level Three Behaviors

The following unacceptable behaviors will not warrant a warning, but rather library staff will be obligated to notify local law enforcement, the Library Director, and the City Administrator of activities which are illegal under state and/or federal law. The patron may or may not be immediately asked to leave the library in an effort to assist law enforcement.

- Partaking of any illegal activity.
- Use of a computer and/or the Internet to view, transmit, download, or otherwise utilize illegal materials, including child pornography.
- Use of a computer and/or the Internet to violate the law or encourage others to violate the law.

Non-Compliance

If a restricted patron enters or refuses to leave library premises before the date of their authorized return, the restricted patron will be considered as trespassing and law enforcement will be contacted.

This policy is issued by the Library Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board. Appeals must be submitted to the Board in writing.

Adopted by the Library Board of Trustees..... 9/28/2010
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