

PATRON BEHAVIOR AND UNATTENDED CHILDREN POLICY

Purpose Statement: The Kling Memorial Library serves a diverse community and strives to do so with tolerance and respect. In order to provide a safe and comfortable environment for its users, the Library Board requires the users to behave in a manner that does not interfere with the safety of users or the mission and goals of the library. It is expected that library patrons will conduct themselves with respect and courtesy to the library staff and other patrons. Observance of library policies is expected at all times.

Procedures for Belligerent or Disruptive Behavior for All Library Users

1. Abuse of library privileges will result in a warning by the staff member in charge. If the patron is a minor and attended by a parent or caregiver, the library staff will inform the parent/caregiver of the disruptive behavior.
2. If the disruptive behavior continues after the initial warning, the patron will be asked to leave for the day.
3. If the library user is an unaccompanied minor, the library staff will attempt to contact the parents of the child via phone to inform them that the child has been asked to leave the library. If contact cannot be made via phone, the library staff will mail a note to the parents informing them of the incident.
4. After a library user is asked to leave, a note will be made in the Patron Behavior File at the circulation desk.

At the discretion of the librarian, the unruly or disruptive patron may be asked to leave the premises for a day without any warnings. In cases where the patron poses a threat or refuses to leave the library when directed to do so by the staff, the library staff is authorized to call the police. Continued abuse may result in suspension of some or all library privileges at the discretion of the director. The suspension may be appealed to the Library Board of Trustees. All appeals must be in writing and clearly labeled "Appeal of Suspension of Library Privileges." The decision of the Library Board will be final.

Policy Statement on Unattended Children

Children who have not yet entered Kindergarten, must be directly supervised by a parent or caregiver at all times while on library premises. If determined that a child, not yet in Kindergarten, is lost or left unattended, a staff member should try to locate the parent/caregiver within the library or else by phone and inform them of the library's policy for unattended children.

Adopted: August 13, 2001

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