



VILLISCA PUBLIC LIBRARY

204 South 3rd Avenue, Villisca, IA 50864

712.826.2452 | villisca.lib.ia.us |

TABLE OF CONTENTS

Relationships, Rights, and Responsibilities

- Behavior Policy
- Safe Child /Unattended Child Policy

Resources



BEHAVIOR POLICY

It is the policy of the Villisca Public Library to provide a safe, comfortable environment that is conducive to the use of the Library materials by either individuals or small groups. The Library is designed for the use of all members of the public. Patrons are expected to observe the rights of other patrons and staff members and to use the Library for its intended purpose.

The Library asks patrons to refrain from the following behavior:

1. Behavior that is disorderly, loud or boisterous in manner.
2. Violate Library policies or engage in illegal activities.
3. Deface, damage, destroy, or steal Library property or the property of others. Material that is checked out and not returned constitutes theft in accordance with State of Iowa Code.
4. Use of food or drink, except in areas designated for those activities.
5. Consume or possess alcoholic beverages, or use or possess controlled substances on Library grounds or be under the influence of alcohol or controlled substances in a manner that causes public disturbances.
6. Any form of tobacco or e-cigarettes on library property.
7. Deliberate disruption of Library procedures.
8. Interfere with others' use of the Library through poor bodily hygiene that is so offensive as to cause nuisance, including, but not limited to perfume, body odor and head lice.
9. Use belligerent, abusive or profane language.
10. Inappropriate dress (Shirt, shoes, and pants must be worn in and remain on in the Library. Persons not wearing appropriate attire will be asked to leave.)
11. Use unauthorized entrances and exits or enter nonpublic areas.
12. Play audio equipment at a volume that is disturbing to other library users.
13. Engage in loud or lengthy conversations including conversations on cell phones.
14. Bring animals into the library, except service animals, unless approved by the director or his/her designee.
15. Violation of any local, state, or federal law on Library grounds.

Enforcement of these guidelines may take the form of any of the following actions, which will be determined by the staff at the time:

1. In the case of minor disruption, the patron will receive one (1) warning and be required to behave in an appropriate manner. A patron who refuses to behave more appropriately after one (1) warning will be required to leave the Library for the rest of the day.
2. In the case of extreme misconduct, the patron may be ordered to leave the Library immediately and the police may be called. In the case of minors, the parents may also be called.



VILLISCA PUBLIC LIBRARY

204 South 3rd Avenue, Villisca, IA 50864

712.826.2452 | villisca.lib.ia.us |

3. Patrons causing repeated disruption that interferes with others' use of the Library, threatens library property, or violates the law may be barred from library property by the Library director for one month or longer.
4. Exceptions to the above may be authorized by the Library Director and/or her/his designee.
5. Staff will document on the attached form any and all actions taken when dealing with disruptive behavior. The form will be signed by the staff person involved and by other staff members as appropriate. It will be referred to the Director and kept on file.
6. An appeal of the Library Director's decision may be made to the Library Board. An appeal to the Board must be in writing. Appeals will be considered at the next regular meeting of the Board, provided they have been received five (5) days prior to the meeting. A decision will be rendered within five (5) working days following said meeting. Such decision is final.

Incident Report Policy and Form

A confidential file of information on problem incidents in which a contact for has been filed will be kept by the Library Director. The purpose of this file is to track any serious problems that are reported by the staff. It will be used to document incidents and to track problems of a reoccurring nature.



Behavior Incident Contact Form

Please provide a description of unacceptable behavior reported and a description of any action taken (e.g. person asked to leave and did so; police called; officer escorted person from the library, etc.)

Name _____

Address _____

Date and Time of Incident _____

Description of Incident:

Reported by _____

Witnesses:

Action Taken:

Submit contact form to the Library Director.

_____ Library Director's initials when received and read.

_____ Date



SAFE/UNATTENDED CHILD POLICY

(See also Behavior Policy)

The Villisca Public Library encourages children to experience the collections, services, and programs it offers. However, Library staff absolutely cannot assume responsibility for children's safety and comfort; our professional services do not include babysitting. Parents may not instruct children to use the library as shelter because of their unwillingness or inability to pay for appropriate care for them. The following guidelines ensure their use of the Library is a positive and safe experience.

Guidelines

- A child is expected to abide by the Library's Behavior Policy.
- The use of the library as a required place for children in lieu of daycare services is prohibited. The library is not an appropriate place to leave children and dependent adults.
- The Library is not responsible for the actions, supervision, or safety of a child or for guiding or monitoring a child's use of the Library.
- A child 6 years of age or younger must be attended and supervised by a caregiver at all times. A caregiver is defined as someone 13 years of age or older who has the mental and physical capacity to care for the child should an emergency arise. Children between the ages of 6 and 9 years of age attending a Library program should not be left unattended for more than one hour.
- Under no circumstances should Library staff drive a child to any location or leave a child alone outside the building after closing.
- Parents and caregivers who disregard this policy risk losing library privileges for a period of time to be determined by the Director.

In the event a child under the age of 6 is left unattended or a child between the ages of 6 and 9 is left unattended for more than one hour, the staff will attempt to contact a parent, guardian or other care giver. If a parent, guardian, or care giver cannot be located within one half hour, Library staff may report the circumstances to either local law enforcement or the appropriate social services agency to take custody of the child.

Library staff will complete the following incident report form.



Unattended Child Incident Report Form

Please provide the following information about the unattended child:

Name _____

Address _____

Date and Time _____

Description of Incident:

Reported by _____

Action Taken:

Submit contact form to the Library Director.

_____ Library Director's initials when received and read.

_____ Date