CONRAD • IOWA
PUBLIC LIBRARY

DECORUM OF LIBRARY PATRONS
INCLUDING DISRUPTIVE BEHAVIOR AND UNATTENDED CHILDREN

It is expected that the library patrons will conduct themselves with respect and courtesy to the library staff and property and other patrons and their property. Disruptive behavior may include disorderly conduct or having offensive hygiene, odor or scent that constitutes a nuisance to other persons. Observance of library policy is expected at all times. Abuse of library privileges will result in a warning by a staff member. At the discretion of the librarian, the unruly or disruptive patron may be asked to leave the premises for a specified period of time. Continued abuse of this policy may result in suspension of some or all library privileges at the discretion of the Library Director. A suspended patron may file an appeal in writing with the Board of Trustees. Appeals will be considered at the next regular meeting of the Board of Trustees.

1. Policy statement on age:
   Children under elementary school age must be accompanied by a parent or a responsible childcare provider while in the library.

2. Policy statement on unattended children:
   If determined that a child is lost or left unattended, a staff member should try to locate the parents or care provider within the library, or else by phone and inform them of the library's policy for unattended children.

3. Policy for disruptive behavior:
   A. Attended Children
      a. The staff will ask the child to correct his/her behavior.
      b. If the disruptive behavior continues, a staff member should inform the parents or the childcare provider that the child is disturbing others.
      c. If the parents or the childcare provider refuse or are unable to correct the behavior, they will be asked to leave the library.

   B. Unattended Children
      a. A staff member will ask the child to correct his/her behavior.
      b. If the child persists, he/she will be told to sit quietly at a table by the circulation desk.
      c. The staff member should seek to locate the parents or care provider and notify them by phone of the disruptive behavior.
      d. If the parent cannot be located and the child must leave (to go home, catch a ride, etc..), then the staff member will write the parent describing

the incident and informing him/her of the library policy.

C. All Other Patrons:

a. Informing patron of inappropriate behavior. The first step is for staff to inform the patron that their inappropriate behavior must cease.
b. Warning. In most cases, patrons who are behaving inappropriately in the library will be given one warning. Patrons who are severely disruptive will be asked to leave immediately without a warning.
c. Expulsion. Patrons who refuse to behave more appropriately after one warning will be asked to leave the library.
d. Calling law enforcement. In cases where a patron poses a clear danger to her/himself or others, or where s/he deliberately violates the law, or where s/he refuses to leave the library after being asked to leave by the director or delegated staff member, the director/delegated staff member is authorized to call law enforcement.

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