

City of Northfield, Minnesota	Policy Number: 7.08
LIBRARY	Adopted: 8/17/2016
	Revised: 7/13/2022
PATRON CONDUCT POLICY	

LIBRARY PATRON CONDUCT POLICY

Northfield Public Library provides equal and open access to its facilities and resources. Each library patron has a personal responsibility to ensure that the library is a welcoming public library environment for all to use. While everyone has an equal right to the library, no person may interfere with the ability of others to use and enjoy library resources, services and facilities. Library staff have the right to provide library services without fear of abuse or threatening behavior from people using the library or library grounds.

In order to ensure a welcoming environment, library patrons will:

- Behave in a manner that is courteous respectful of other people using the library building and grounds, allowing everyone to enjoy library resources, services, events, and facilities;
- Stay in public areas unless expressly authorized by library staff to enter a non-public area;
- Allow library employees to perform their duties without unreasonable interference with or obstruction of library staff undertaking their respective duties within the scope of their employment;
- Safeguard personal items;
- Respect the personal and physical boundaries of library staff, volunteers, and other patrons;
- Wear shoes, shirt, and other clothing appropriate for a public building; and
- Comply with all federal, state and local laws.

Library patrons will not engage in the following conduct within the library or on library grounds:

- Illegal activities or behaviors, including but not limited to the misuse of library computers and the City network;
- Intentionally damaging library property, including but not limited library equipment, facilities, books, building or grounds;
- Harassing, violent, discriminatory, or offensive behaviors or activities that unreasonably interfere with other patrons, volunteers, or library staff;
 - Harassing behavior may involve, but is not limited to, individual or repeated incidents of intrusive or unwanted acts, words, or gestures that have an adverse effect or are intended to have an adverse effect on the safety, security, or privacy of another. Incidents that may be deemed harassing on an individual or repeated basis may involve prohibited behavior exemplified below as violent, discriminatory, or offensive;

- Violent behavior may include the use of physical force, harassment, bullying or intimidation;
- Discriminatory behavior may include inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, familial status, or status with regard to public assistance, veteran status, membership on a local human rights commission, pregnancy, childbirth, or related medication conditions, reserve or National Guard status, military service, citizenship, or any other basis protected by law;
- Offensive behavior may include rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name-calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate every example of offensive behavior;
- Using profane, discriminatory or abusive language, or speaking in an unreasonably loud or disruptive manner, including but not limited to personal phone calls;
- Fighting or other threatening behaviors;
- Possessing weapons, except as otherwise provided by law;
- Possessing, consuming or otherwise using alcohol, tobacco, tobacco related products, e-cigarettes, illegal drugs or controlled substances, or being under the influence of the foregoing and acting in a manner that causes a public disturbance;
- Soliciting business in the library or on library property;
- Sleeping in the library or on library property;
- Leaving unattended a vulnerable adult or a child under 8 years of age; or
- Eating in the library, except in designated areas.

In applying this Policy, Library staff may:

- Weigh the degree of conduct that violates this Policy with the onsite conditions at the time and exercise their best judgment in determining the correct course of action;
- Explain and/or provide copies of this Policy to patrons and request that patrons conduct themselves in compliance with this Policy to maintain a welcoming public library environment;
- Ask patrons to leave the library for conduct in violation of this Policy based on the circumstances presented;
- Seek assistance from library supervisors to resolve ongoing or escalating patron conduct issues; and/or
- Request that the Library Director suspend one or more of a patron's library privileges for up to one year for severe or repeated violations of this Policy.

Enforcement:

- Any person who violates this Patron Conduct Policy may be suspended from the library premises for up to 1 year. The length of suspension is at the discretion of the library Director and shall be appropriate to the violation taking into consideration the circumstances presented and the history of past violations, if any. The Notice of

Suspension shall be in writing and either hand delivered or mailed to the suspended person at the mailing address that the library has in its records for the suspended person.

- The person suspended shall be provided with a copy of this Patron Conduct Policy along with the Library Director's written Notice of Suspension.
- The person suspended may appeal to the City Administrator in writing within 10 days of the date of the Notice of Suspension from the Library Director. In an appeal, the person suspended shall have the opportunity to present evidence that may support retraction of the suspension.
- The City Administrator may affirm, modify or deny the appeal and the City Administrator's decision shall be final.
- All persons violating this Policy shall comply with a lawful directive made by Library staff or law enforcement. If a person suspended from the Library returns to the Library before the defined period of suspension has expired, or if the person refuses to leave the library when asked to do so by Library staff, staff may contact law enforcement to intervene to have the person removed from the Library and such conduct may be referred to the proper prosecuting authorities for legal action in accordance with Minnesota Statutes.