

## Library Behavior Banning Guidelines

**First offense: Warning**

**Repeat offense: Rest of day**

**Repeat offense: 1 day**

|                   |  |
|-------------------|--|
| Basic Regulations | Not wearing shirts and shoes                               |
|                   | Not using cell phone in designated area                    |
|                   | Food other than peanut-free, dry snacks and covered drinks |
|                   | Using seating areas to eat meals                           |
|                   | Similar conduct not described above                        |

**First offense: Warning**

**Repeat offense: Rest of day**

**Repeat offense: 7 days**

|  |  |
|--|--|
| Harmful, Disruptive, or Destructive Behavior           | Harassment – Disruptive or unsafe behavior   |
|  | Harassment – Committing acts that serve no legitimate purpose  |
|  | Misuse of library materials, equipment, furniture, fixtures, building  |
| Other Inappropriate Behavior                           | Disregarding the reasonable direction of staff   |
|  | Repeatedly enters building without mask/face covering, removes mask/face covering while in the building, or fails to wear mask correctly so that both the nose and mouth are covered |
|  | Rearranging furniture and seating areas in a way that it becomes a disruption or obstacle to other library use   |
|  | Noise from electronic devices with or without headphones   |
|  | Ringling cell phones   |
|  | Restrooms – shaving, bathing, laundering   |
|  | Sleeping   |
|  | Loitering  |
|  | Monopolizing staff time or resources   |
| Behavior disruptive/interfering with normal operations |  |

**First offense: Warning**

**Repeat offense: 7 days**

|  |  |
|--|--|
| Harmful, Disruptive, or Destructive Behavior | Computer use (sound/images) disturbing others (pornography addressed in other section)           |
|  | Use of parking lot/sidewalks/grounds for recreation playground or sports activities              |
|  | Use of skateboards, skates, or other sports equipment in the building                            |
|  | Blocking/impeding access to walkways, common areas, and entrances physically or with large items |
|  | Campaigning, petitioning, survey-taking, soliciting, sales, etc.                                 |
| Other Inappropriate Behavior                 | Animals other than service animals inside/unattended animals outside                             |
|  | Excessive displays of affection  |

**First offense: 7 days**

**Repeat offense: 30 days**

|  |  |
|--|--|
| Harmful, Disruptive, or Destructive Behavior | Trespassing in restricted areas/no camping                           |
|  | Harassment – Following another person around the building or grounds |

**First offense: 30 days**  
**Repeat offense: 90 days**

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|--|---|
| Harmful, Disruptive, or Destructive Behavior | Harassment – Loud, abusive, threatening, insulting language |
|--|---|

**First offense: 90 days**  
**Repeat offense: 6 months**

*\*File police report*

|  |   |
|--|---|
| Harmful, Disruptive, or Destructive Behavior | Harassment – Attempts or threats of physical contact* |
|--|---|

**First offense: 6 months**  
**Repeat offense: 1 year**

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|--|---|
| Harmful, Disruptive, or Destructive Behavior | Damage to library materials, computer, equipment, furniture, fixtures, building |
|  | Harassment – Lewd, obscene words, language or pictures                          |
| Illegal Activities                           | Smoking or vaping in building and near entrances                                |

**First offense: 1 year**  
**Repeat offense: 1 year**

*\*File police report*

|  |   |
|--|---|
| Harmful, Disruptive, or Destructive Behavior | Harassment – Computer tampering, cyberbullying and cyberstalking* |
|  | Harassment – Physical contact*                                    |
| Illegal Activities                           | Visible impairment/possession and use of illegal substances*      |
|  | Visible intoxication/consumption of alcohol*                      |
|  | Indecent exposure, sexual activity*                               |
|  | Offensive weapons*  |
|  | Theft, vandalism of library, staff, and user property*            |
|  | Criminal trespass, including entry while banned*                  |

**Ban until issue dealt with**

|                              |                   |
|------------------------------|-------------------|
| Other Inappropriate Behavior | Body odor/hygiene |
|------------------------------|-------------------|

Patrons shall be engaged in normal activities associated with the use of a public library while in the building. Use of the library as an adult or child daycare center will not be tolerated. Patrons not engaged in active reading, studying, or use of library materials for an extended period of time will be asked to leave the building. An “extended period of time” shall be defined as 30 minutes. This definition will not be defeated by a person temporarily modifying his/her behavior thereby attempting to create another 30-minute period. Staff shall use the totality of the circumstances in deciding whether a library user is engaged in activities normally associated with the use of a public library.