

Subject: BEHAVIOR POLICY

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Last Revised:

The mission of Clatskanie Library District is to provide the community with a place to expand their knowledge and create community.

Policy Statement

Clatskanie Library District (CLD) is dedicated to providing a welcoming, pleasant, and safe environment for all. Library users are encouraged to use CLD’s resources and services and to participate in Library programs.

CLD, under the direction of the Library Director and the Library Board of Directors, determines the rules and regulations for public behavior in its facility. These rules are necessary to protect the rights of individuals to use and enjoy Library property, materials, and services as they were intended; to conduct Library business without interference; to preserve Library materials and facilities from harm; and to ensure the rights and safety of Library users, staff, and volunteers. Adults and children are expected to behave appropriately and not engage in **Inappropriate Behavior in the Library**.

For the safety and comfort of younger children or individuals who are unable to follow Library rules and look after themselves independently, a responsible adult or caregiver shall accompany the children or other individuals who require such guidance, while they are using the Library.

The Library requires that patrons shall be engaged in activities associated with the use of the Library while on Library premises. Those not so engaged may be asked to leave Library property.

Regulation of Behavior

In situations where Library staff feels that the well-being, health, safety or security of Library users, staff, or volunteers is threatened, or that an illegal act has been committed, library staff may take any and all appropriate actions including, but not limited to, asking Library users to leave the premises and/or calling law enforcement to enforce Library rules and/or protect Library users, staff, volunteers and/or property.

CLD staff may temporarily or permanently ban any individual who repeatedly displays inappropriate behavior, threatens themselves or others, disrupts the ability of others to use Library facilities or resources, engages in illegal activity, or seriously violates behavior guidelines. Any Library user who is banned has the right to appeal such determination to the Library Director.

Note: When appropriate and safe, CLD staff will attempt to correct, de-escalate, or mitigate a situation before imposing a ban.

Inappropriate Behavior in the Library

Clatskanie Library District (CLD) prohibits individuals from engaging in illegal, threatening, or disruptive behavior on Library premises. Any individuals violating these rules or disrupting Library services may be temporarily or permanently banned from Library premises.

Examples of prohibited behavior include but are not limited to the following:

1. Committing or attempting to commit any activity that would constitute a crime or violation of federal, state, or local statutes or ordinances.
2. Being in possession of firearms or dangerous weapons (exception: a member of law enforcement licensed to carry such weapons, acting in an official capacity).
3. Engaging in verbally or physically threatening or harassing behavior towards Library users, staff, or volunteers; disobeying a reasonable request or directive from Library staff; or engaging in disruptive or unsafe behavior.
4. Stealing, defacing, damaging, or inappropriately using Library property, including removing property from Library premises without adhering to official checkout procedures.
5. Being disruptive while under the influence of alcohol or controlled substances, whether legally possessed or otherwise.
6. Panhandling, soliciting, conducting surveys, or distributing materials without Library permission on Library premises.
7. Eating and/or drinking in non-designated places or near Library computers without prior express Library staff permission.
8. Smoking (including e-cigarettes) in a Library building, including a restroom, or within 20 feet of a Library building entrance.
9. Engaging in overtly sexual conduct on Library premises, including Library restrooms. Stalls are intended and restricted for use by one (1) person at a time, except when a personal attendant is required.
10. Neglecting to provide appropriate supervision of juveniles or individuals who are unable to follow Library rules and look after themselves independently.
11. Bringing in animals other than a trained "service" animal (under control) as defined by the Americans with Disabilities Act (ADA) into Library buildings without prior permission.
12. Bringing in oversized items that cause an obstruction or leaving items or animals unattended on Library premises.
13. Having bodily hygiene so offensive as to constitute a nuisance to other persons.

Banning Procedure

When Library staff determines that an individual should be banned for engaging in behavior that is severe, egregious, illegal, threatening, and/or inappropriate, threatens the safety of others, or that repeatedly disrupts Library services, the following procedures will apply:

1. Library staff will determine the length and extent of the ban, based on the severity of the behavior/conduct.
2. Library staff will give a written banning notice to the individual involved, stating the reason for and length of the ban.
3. Library staff may contact appropriate law enforcement for assistance.
4. Library staff will notify the Library Director with the name and description of the individual and the reason for and length of the ban.
5. The Library Director or designee will review each case. Individuals have the right to appeal a ban with a letter to the Library Director. The letter must be written within the banning period or within thirty (30) days of the issue date of a long-term or permanent ban. The letter must be sent to the Library Director, Clatskanie Library District, PO Box 577, Clatskanie, OR 97016.
6. Banned individuals may return to CLD when the term of the ban expires. They will be required to adhere to CLD behavior guidelines upon their return.

Trespass

If a banned individual enters CLD before the return date, law enforcement will be called and the individual may be arrested for trespass. The length of the ban may be extended at that time.

Posting

This policy as stated above will be posted in a public area of the Library and on the CLD website.

The policy will be reviewed and may be modified periodically by the Library Board of Directors.