MCPHERSON PUBLIC LIBRARY

Code of Conduct Policy

Updated by the Library Board in September of 2022

The McPherson Public Library is committed to providing high quality service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

This code extends to the users of the library themselves. All share a responsibility to honor a highly principled code of conduct toward fellow library users and toward the employees and volunteers providing these vital services to the community.

Our library seeks to serve its function as a place of education, information, recreation and reflection within the community while also functioning as a workplace for library employees. Activities and behaviors that are disruptive according to library staff, that unreasonably interfere with another patron's use and enjoyment of the library, and that are detrimental to the health, safety and welfare of patrons and staff and to the efficient operations of the library for the benefit of its patrons are not permitted. The following code of conduct has been adopted for the comfort and protection of the rights of all those using and working at the McPherson Public Library.

Levels of Enforcement. Without limitation, various prohibited activities and behaviors are set in the attached tables. Any library staff member is authorized to issue informal warnings regarding such conduct. The director or delegated library supervisors are authorized to enforce this code and will do so in a reasonable, courteous, and firm manner in one of two ways.

A. Progressive Enforcement. Certain activities and behaviors will be subject to progressive enforcement as follows:

1) Warning
2) Expulsion from all library grounds for remainder of day
3) Suspension from all library grounds for up to one month
4) Suspension for up to one year and/or permanent ban from all library grounds

B. Immediate Suspension and/or Permanent Ban. Certain activities and behaviors at the discretion of library staff may constitute contact with and enforcement by the Police Department or otherwise constitute an immediate and more serious threat to the welfare of the library staff and patrons, and for which the director and/or delegated library supervisors are authorized to immediately impose a suspension of one month, one year or permanent ban of an individual from all library grounds.

Reporting Conduct. Any patron or staff member who witnesses or is a victim of such conduct should immediately inform staff so that this policy can be enforced by a library supervisor or, if necessary, so the police can be called. In some cases, witnesses or victims will be asked by library staff for detailed accounts and personally identifiable information, or need to be available for interviews with the police department.

Notice and Appeal. Notice of suspension from the premises (No Trespass Notice) shall be delivered to that person by personal service or by United States Mail. Notice of permanent ban shall be in the form of a written stay-away notice and shall be delivered to that person by personal service or by mail addressed to that person's last known address. Failure to abide by such notice of suspension or permanent ban shall constitute trespass.

Appeals of suspension may be made to the director who is authorized to reverse, modify, impose temporary restrictions, or affirm the original decision.

Prohibited Conduct includes but is not limited to the following:

Progressive Enforcement
Abuse of computer procedures and privileges including using another patron's card for access
Abusive or foul language
Bringing pets or animals, other than service animals necessary for disabilities, into the library, except as authorized. The library complies with ADA requirements that state service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. Service animals must be housebroken and well behaved. Unwarranted and unprovoked violent behavior, such as uncontrolled barking, growling at other customers, jumping on other people, or running away from the owner are examples of unacceptable behavior.
Congregating or otherwise hindering passage in aisles, exits, entrances, stairs or high traffic areas
Demonstrations, solicitations or petitions, except in designated areas and approved by the executive director
Disruptive talking or other noise inconsistent with the intended use of the area
Entering the inappropriately clothed - appropriate clothing includes shirts, shoes, etc. as to not be disruptive to the library environment
Excessive public display of affection
Leaving personal belongings unattended
Littering, bringing in articles with a foul odor, or items that cannot be placed immediately beside oneself and would impede the use of the library by others
Misuse of library furnishings, elevator, equipment or materials
Neglecting to provide proper supervision of children. Also see library Unattended Child Policy.
Offensive bodily hygiene so as to constitute a nuisance to others
Roller skating, skate boarding on library property, parking bicycles in non-designated areas
Running, pushing, shoving or throwing
Sleeping on floor, furniture or grounds
Smoking or using tobacco products, inside the library or outside of the library in a designated *non-smoking* area. Littering by not using designated means of disposal of butts. Tobacco is defined as any product derived from, smoked, or containing products of tobacco. This includes, but is not limited to cigarettes (cloves, bidis, kreteks, etc.), chewing tobacco (spit, spitless, smokeless, chew, snuff, etc.), cigars and cigarillos, hookah and hookah-smoked products, pipes, blunts, smokeless tobacco, and similar products. Electronic cigarettes or e-cigarettes (vaping) are prohibited with or without the use of tobacco. The use of any product simulating the previously mentioned products is also prohibited.
Staring or uninvited conversations to the point of annoyance
Uncovered drinks. Food at a computer.
Using audible devices without headphones or with headphones set at a volume that disturbs others
Using cell phones and other communication devices in a manner that disturbs others

Prohibited Conduct includes but is not limited to the following:

Immediate Suspension and/or Permanent Ban
Being in the library without permission of an authorized library employee before or after library operating hours
Being under the influence of alcohol/illegal drugs or selling, using, or possessing same
Bringing firearms or other weapons onto library property. Under the provisions of the Kansas Personal and Family Protection Act (Senate Substitute for House Bill 2052), licensed citizens may carry concealed handguns. Concealed handguns must be under the control of the owner at all times.
Destructive abuse of Library furnishings, equipment or materials
Destructive or illegal use of computers and/or Internet
Engaging in any activity in violation of Federal, State, local or other applicable law
Engaging in sexual activity, offensive touching or indecent exposure
Fighting, physical threats or abuse to self or others
Intentionally causing a false fire or security alarm
Panhandling
Photographing others without their consent or as authorized
Stalking or intimidation
Theft and/or attempted theft of library property or the property of patrons and staff
Threatening language
Trespassing after previous suspension or ban
Trespassing in nonpublic areas
Use of restrooms for bathing or laundry purposes