

Will Rogers Library

General Conduct Policy

Will Rogers Library will strive to provide a pleasant place for area residents to read, learn, and study. In the absence of appropriate patron behaviors, the benefits of the library are jeopardized for other library users. It is the responsibility of the library staff to promote an atmosphere conducive to productive library use. Therefore, in order to ensure quality library experiences for all patrons, the library staff will encourage and enforce compliance with the following guidelines.

General Regulations

Disruptive behavior includes but is not limited to the following and will result in admonition, and/or disciplinary action, including eviction from library property:

- Abuse, destruction or defacing of indoor or outdoor library property, including materials, furniture or equipment
- Harassment, i.e. physical or verbal abuse of patrons or staff
- Violent behavior toward other patrons or staff. In the event of violent behavior, the appropriate authorities will be notified
- Soliciting, panhandling or begging
- Distribution of personal material and/or individual business information on library property
- Loud or excessive talking
- Inappropriate displays of affection
- Sleeping in the building or on library property
- Bathing or personal grooming beyond hand washing in public restrooms
- Intoxicated behavior; and/or possession of alcoholic beverages or illegal drugs
- Running or horseplay inside the library building
- Loitering in the lobby area or outside the library building
- Skateboarding or rollerblading on library property (including use of wheeled shoes)
- Blocking entrances, exits, or areas of the circulation desk
- Weapons are not allowed (except by law enforcement officials)
- Smoking/vaping or any form of tobacco use on library premises
- Removing from the library any materials which have not been checked out

Shoes and shirts are required within the library.

Food is not permitted in public areas of the library. Drinks with open containers, plastic 'pop-on' lids, etc. are not permitted. Drinks with screw on lids or in spill proof containers are permitted with the understanding that any damage caused by spilled liquids will be the responsibility of the patron, and charges for damaged items (at replacement cost) may be incurred.

With the exception of service animals, pets are not allowed. Service animals must comply with the current U.S. Department of Justice's rules on service animals under the Americans with Disabilities Act.

There shall be no more than four people at a table. Only one person is allowed at a computer unless there is an adult supervising a minor child; if a person is being assisted in using a computer, two may sit at a computer.

Patrons must use designated seating (chairs) available. Sitting/lounging on the floor is not allowed as it can cause a tripping hazard and/or mobility obstacle for other patrons. The Little Learners toddler's area is an exception specifically designed for toddlers and parents utilizing this space.

The library staff is not responsible for lost, stolen or unattended items. Items left in the library for more than one week are subject to disposal.

The library work areas are restricted to library staff and work-related colleagues.

Under no circumstances will a staff member transport a patron to or from the library.

Parents are responsible for the behavior of their children and are expected to directly supervise the conduct of children. Children under the age of twelve should not be left unattended. Children of any age should not be left unattended at the library for extended periods of time. (*See additional policy regarding children.*)

Computer users are expected to abide by all computer and Internet policies.

All library users are expected to abide by local, state and federal laws. Any clear legal violation or any question of legal violation will be reported to the authorities.

Volunteers are expected to abide by all library policies and to observe guidelines regarding patron privacy and confidentiality.

Disciplinary Procedures

In the event a library patron violates a policy or regulation, that patron will be asked to correct his/her behavior. If the patron continues to abuse the policy, he or she will be instructed to leave the library premises for the remainder of the day. Any patron of any age who repeatedly violates library rules may be temporarily or permanently banned from the library and library property, depending on the severity of the behavior. If the patron refuses to cooperate or leave the library premises, it will become necessary to contact the police.

Guidelines for Children

The Will Rogers Library believes libraries play an important role in the entertainment and education of the children in our community, and strives to be a welcoming place for all children. To that end, the library has developed these guidelines specifically for the safety and well-being of children within the library.

Parent/Guardian(s) are solely responsible for the safety, behavior and supervision of their children while those children are on library property, whether or not the parent is present in the building. Parent/Guardian(s) are expected to supervise small children by keeping them within their direct line of sight; both for the safety of the child and for the ability to immediately address any inappropriate behaviors such as running, horseplay, continuous crying or very loud talking. Children left unattended in the library must be mature enough to understand and follow library rules, be responsible for their own behavior and take responsibility for their own safety, and be able to leave the library property without an adult.

Parents or caretakers must not view the library as an alternative to childcare for any length of time. As a public building, the library is open to all individuals who enter and leave freely without monitoring. The duties of the library staff are to serve the general public, and staff has many responsibilities to perform to help all customers in various aspects of library service. As such, staff cannot monitor the location, safety or behavior of your child, nor can staff serve as a messaging or answering service for children or other family members in non-emergency situations.

In the event of disruptive or problem behavior, the Library staff has the responsibility to:

- 1) Advise the child to stop the behavior and explain the rules to them.
- 2) Locate the parent/guardian and explain that the child's behavior is inappropriate and that the parent is responsible for the child's behavior.
- 3) If the parent is not in the library, staff will ask the child to attempt to reach them by phone. If the violation warrants it, the police will be contacted.
- 4) If the parent/guardian cannot or will not change the behavior, they will be asked to leave with the child until the behavior improves.
- 5) Parent/Guardian(s) should be aware that children who are visiting the library without a parent present may be instructed to leave the library (including library grounds) if they misbehave. For their own safety, children of any age should not be left unattended at the library for extended periods of time.
- 6) Unless the child is in danger or harming themselves or others, the staff will never touch or pick up the child.

The library staff cannot assume responsibility for children left unattended on library premises during closing hours. Staff does not remain in the library or on the library grounds after closing hours; parents must know that children remaining outside the library after hours will be unattended. If a child under the age of twelve is still in the library when the library closes for the day, an attempt will be made to contact a parent or guardian. If a parent or guardian has not been located by closing time, the Claremore Police Department will be notified.

Under no circumstances will a staff member transport a child to another location. Staff members will not take children out of the building, except for participation in any reading program activities which are taking place on grounds surrounding the library, or in case of emergency requiring the building to be evacuated.

Misuse and abuse of the Will Rogers Library facilities by a small number of Claremore Public School Students during after-school hours has required the establishment of the following rules:

- (1) Students are always welcome and urged to use the library for its intended purpose and in an appropriate manner.**
- (2) Students not observing Rule (1) shall not remain in or around the library, library lobby or on the library grounds.**
- (3) Students loitering on the library grounds without purpose will be subject to a \$97 fine issued by the City of Claremore.**

Violation of the above rules will be reported to proper authorities.

(Policy Reviewed 4/21/22)