BETHEL PARK PUBLIC LIBRARY

POLICY NUMBER: 102
TITLE: Patron Behavior Policy
DATE ISSUED: Revised 4/09; 7/2017

PURPOSE: To protect the rights of individuals who are in the library to use materials or services, to assist staff members in conducting library business efficiently, and to preserve library materials and facilities.

STATEMENT OF POLICY:
Library patrons are expected to use the library, including facilities, resources and materials, in a responsible, appropriate, and courteous manner. Illegal acts or conduct in violation of Federal, State, local laws, ordinances, and regulations are prohibited. Patrons shall be engaged in activities associated with the use of a public library while in the building. Persons not engaged in such activities may be asked to leave. Behavior that disturbs or infringes on the rights of other library patrons and staff and which damages library materials and property in not permitted. This policy applies to patrons of all ages. Persons of any age with mental, physical or emotional disabilities which affect their ability to use the library or render supervision otherwise necessary must be accompanied by a parent or caregiver at all times.

RULES AND REGULATIONS:
Actions prohibited include, but are not limited to:

1. Excessive noise and other disturbances, such as loud conversation, laughter, or music which is disturbing to others, separate from an authorized library program.
2. Using offensive or abusive language or acting or behaving disrespectfully toward a library employee, volunteer or patron.
3. Any form of harassment – physical, sexual, verbal – of library staff, volunteer, or patron. Harassment may include initiating unwanted conversations, impeding access to the library, stalking, and the like.
4. Displaying obscene or sexually explicit materials or Internet sites in violation of 18 Pa. Cons. Stat. Sec 5903.
5. Refusing to comply with requests of any member of the library staff to comply with library policy.
6. Selling and/or soliciting for services, money, items, or signatures, except for library-related activities.
7. Distributing or posting printed materials, literature, or other items that have not been approved by the Library Director or staff he/she designates.
8. Possessing or consuming alcohol or illegal drugs or being under the influence of alcohol or drugs.
9. Smoking or other uses of tobacco or tobacco products including e-cigarettes and vaping.
10. Offensive bodily odors.
11. Not wearing shoes or shirt.
12. Bringing animals or pets into the library (except for assistance animals or for specific library programs).
13. Intentionally damaging, destroying, or stealing any property belonging to the library, a patron, or employee.
14. Removing library materials from the premise without authorization through established lending procedures.
15. Leaving a child under ten (10) years of age unattended by a responsible person.

16. Possessing weapons of any type (except for law enforcement officers).
17. Indecent exposure.
18. Entering “staff only” areas without permission of library staff.
19. Abuse of borrowing privileges.

The library is not responsible for personal belongings left unattended. Personal items left by patrons are subject to disposal.

NONCOMPLIANCE:

1. Failure to comply with this policy and/or the established rules, regulations, and procedures of the library may result in a verbal or written warning via the Library Policy Violation form (Appendix A) and may also result in exclusion from the library for the day, or a specified period of time up to and including permanent expulsion, and/or in arrest.
2. If any patron is creating a disturbance or causing problems in the library and refuses to comply, that person will be considered as trespassing and the staff has the authority to contact the police to eject that patron from the library.
3. Any patron whose privileges have been denied by library staff may appeal the decision to the Bethel Park Public Library Board of Trustees within thirty (30) days of the decision.

APPENDIX A – LIBRARY POLICY VIOLATION FORM

Bethel Park Public Library Policy Violation Form

_____ has violated the following library policy or policies:

_____ **#106 Internet and Computer Use** _____ **#102 Patron Behavior**

_____ **Other:** _____

This is a ☐**1st warning** ☐**2nd warning** ☐**final notice**. By violating library policy, the above-named patron has forfeited the right to use the library and/or its resources including

computers for the following period: _____. Upon return, if the

above-named patron violates a policy again, the library reserves the right to rescind all use of

the library by said patron. Comments: _____

_____

Date: _____ **Patron Signature:** _____ **Staff:** _____

Bethel Park Public Library Policy Violation Form

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_____ **#106 Internet and Computer Use** _____ **#102 Patron Behavior**

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Date: _____ **Patron Signature:** _____ **Staff:** _____