

Melbourne Public Library provides a safe and comfortable space for all, and strives to do so with tolerance, fairness, and respect. Patrons have the right to use the Library undisturbed and Library employees have the right to work without undue interference. All Library users and employees should be free of any threat of harm, invasion of property, or gross indignity.

No person shall engage in any conduct which disturbs or interferes with the legitimate use of the Library, including – but not restricted to – the following behaviors:

1. Willfully annoy, harass, stalk, or threaten another person.
2. Behave in a disorderly, loud, or boisterous manner.
3. Use skates, skateboards, sports equipment, toys, or other items that cause disturbance.
4. Possess any firearm, knife, or other potential weapon prohibited by City Ordinance or State Statutes.
5. Interfere with another person's passage within the Library or on Library grounds.
6. Interfere with patrons' use of the Library through poor bodily hygiene or with strong perfumes which are so offensive as to constitute a nuisance.
7. Solicit funds or panhandle, or campaign, petition, interview or survey patrons or staff in a manner that is disruptive to Library activities.
8. Bring animals into the Library except as required by persons with disabilities or as part of educational events cleared with staff in advance.
9. Record sounds or images of people, except at Library-sponsored events, unless authorized by the Director or designee or by the patrons involved.
10. Indecent exposure, as defined by the [Code of Iowa](#). Sexual harassment including, but not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, will not be tolerated.
11. Enter the building without footwear or without a shirt or other covering of the upper body, or in wet clothing that may soak or damage furniture and materials.
12. Deface or destroy Library property, litter, or remove Library materials from the building without checking them out.
13. Alter electronic equipment. This includes use of spyware to obtain personal information and images of other people, and changing, deleting, or installing software.
14. Play audio equipment at a volume that is disruptive to others or Library activities.
15. Converse with others or on cell phones/devices at a volume which is disruptive to others or Library activities.
16. Use of personally owned computers within the Library is limited to portable devices.
17. Food and drink in the Library is limited to the kitchen, unless part of a Library program or meeting room event.
18. Consumption or possession of alcoholic beverages on Library grounds is not allowed unless part of a Library program. Use or possession of controlled substances, smoking, and chewing tobacco are never allowed.
19. Interfere with the Library's right to maintain a clean, pleasant, and safe facility. This may include sleeping, remaining in the Library after hours, leaving personal items, and any behavior or use of the Library that interferes with its stated purpose.
20. Violation of any municipal, state, or federal law or code.

Unattended Juveniles

The Library Board and staff are concerned for the safety and welfare of juveniles who use the Library unattended by a parent or guardian. The Library also has an interest in maintaining an environment free from disruptive behavior by unattended juveniles.

It is the responsibility of parents/guardians to:

- Stay at the Library with juveniles under the age of seven.
- Encourage positive behavior by their juveniles while in the Library.
- Cooperate with the Library staff if their juveniles are disruptive or if they interfere or endanger others.
- Provide a means of transportation home from the Library by the time the Library closes.

The Library Board respects the rights and privacy of all library patrons. Library staff will only intervene when juveniles are left unattended or when problems of safety, disruptive behavior, or well-being occurs. Library staff will follow established Library procedure for the protection of the juvenile or to maintain an environment free from disruption in accordance with the Patron Code of Conduct.

* If the child's caretakers cannot be reached and the child cannot take care of themselves, staff may call law enforcement. The Marshall County 24-hour non-emergency dispatch office can be reached at 641-754-5725.

Enforcement

Enforcement of these guidelines may take the form of any of the following actions, depending upon the severity of the misconduct, which will be determined by the staff on duty at the time: In most cases, persons who are behaving inappropriately in the Library will be given one warning and asked to behave in an appropriate manner. People who do not modify their behavior after one warning will be asked to leave the Library for the rest of the day.

In the event of misconduct that is considered extreme by the Library staff, the offender will be ordered to leave the building immediately or the police will be called.

Persons who behave inappropriately on a regular basis or who engage in unlawful activities while on Library property may have all or part of their library privileges revoked or risk being barred from the Library for a period of time, as well as face the possibility of legal charges.

Appeal

Users (or the parent and/or guardian of a minor) who have been asked to leave and/or have been banned from the library premises for any period of time have the right to submit a written appeals request to the Library's Board of Trustees.

The appeals request should explain why the patron feels they should not have been removed from the library premises and thus why the ban should be lifted. The appeals request may also acknowledge alleged wrongdoing and instead request leniency.

All appeals requests must include language that is clear, specific, and actionable (e.g. "I request that the Library Board of Trustees remove the three-month ban placed upon me").

The Library Board of Trustees, at the next available meeting at a time of convenience, will review submitted appeals requests. Note that appeals requests will be discussed in confidence to protect patron privacy. A majority vote is required to grant the patron's clear, specific, and actionable request. Submitted appeals requests without a clear, specific, and actionable request will not be discussed or voted on and will be returned to the patron.

Note that the Library may require previously banned minors to be accompanied by a guardian for a period when visiting privileges are restored.

Adopted: June 6, 2017. Revised September 12, 2019.