**CONDUCT POLICY**

The Nevada Public Library’s goal is to provide a safe, comfortable environment conducive to the use of library materials and services by all members of the public. Patrons are expected to observe the rights of other patrons and staff members and to use the library for its intended purposes.

**MISCONDUCT**

Prohibited conduct is that which:

* interferes with the rights of individuals to use library materials and services
* interferes with the ability of library staff to conduct library business
* threatens the secure, safe, and comfortable environment of the library or those using the library
* shows willful damage to the library premises, equipment or materials

Prohibited conduct includes, but is not limited to the following:

* Harassment: Willfully annoying, harassing, or threatening another person. Harassment is defined as any action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule. Sexual harassment is characterized by requests for sexual contact, unwelcome physical advances, or verbal or physical conduct of a nature that is intimidating, demeaning, hostile, or offensive.
* Campaigning: Petitioning, interviewing, survey taking, soliciting, or selling, unless authorized by the director or his/her designee.
* ~~Photography: Taking pictures or video of people unless authorized by the people involved or their parents if minors are present.~~
* Disorderly: Behaving in a disorderly, loud, or boisterous manner.
* Offensive language or images: Willfully exposing patrons or staff to offensive images or language.
* Audio equipment: Playing audio equipment at a volume that is disturbing to other library users. All audio equipment shall be used with headphones unless in study rooms.
* Loud or lengthy conversations: Engaging in loud or lengthy conversations including conversations on cell phones. Speaker phone shall not be used except in study rooms.
* Impeding access: Impeding access to the building and grounds or any areas of the building or grounds.
* Animals: Bringing animals into the library, except service animals, unless approved by the director or his/her designee.
* Personal items: Leaving personal belongings unattended.
* Non-public access: Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.
* Tobacco, illegal drug, or alcohol use: Any form of tobacco, e-cigarettes, illegal drugs, or alcohol on library property.
* Food and drink: Consuming food except as permitted in the meeting room or approved by the director or his/her designee. Nonalcoholic beverages in covered containers are allowed.
* Vandalism: Vandalizing or deliberately destroying library materials or property.
* Sleeping/bathing: Sleeping in the library and/or bathing in the library rest room.
* Dress: Shirts and shoes must be worn at all times in the library.
* Law violation: Violating any municipal, state, or federal law or code.
* Policy violation: Violating current library policies.

**ENFORCEMENT**

Enforcement of these rules (for persons nine and older) may take the form of any of the following actions, depending upon the severity of the misconduct which will be determined by the library staff on duty at the time. Misconduct by persons less than nine years of age is discussed and remedies provided for in the Unattended and/or Disruptive Behavior of Children Second Grade - Age 8 and Under Policy.

1. Warning: In most cases, patrons who are behaving inappropriately in the library will be given one warning and asked to behave in an appropriate manner. Patrons who do not modify their behavior after one warning may be asked to leave the library for the rest of the day.
2. Extreme conduct: In the case of any misconduct that in the judgment of staff is extreme, the offender will be told to leave the building immediately, or the police may be called as appropriate. The patron will be banned at least for the rest of the day. The length of the banishment will be based on the degree of the offense.
3. Multiple offenses: Patrons engaging in misconduct on more than one instance may be barred from the library for one ~~month~~ week or longer.
	1. Minor Offenses: noise complaints, offensive language, disorderly behavior, leaving items unattended, food/drink violations
		1. 2-3 minor offenses – barred from library for 1 week
		2. 4-5 minor offenses within one year – barred from library for 1 month
		3. 6+ minor offenses within one year – barred from library for 1 year
	2. Moderate Offenses: harassment, impeding access
		1. 1 offense – barred from the library for 1 week
		2. 2 moderate offenses within one year – barred from library for 1 month
		3. 3 moderate offenses within one year – barred from library for 1 year
	3. Extreme Offenses: tobacco, illegal drug, or alcohol use, harassment, non-public access, vandalism
		1. 1 offense – barred from library for 1 month
		2. 2+ offenses within one year – barred from library for 1 year
4. Misconduct of 9-17 year olds: When known, parents/guardians of disruptive patrons from the ages of 9 through 17 will be notified by phone, mail or email by the director or his/her designee stating the date, the behavior considered disruptive, and the measures taken by the library staff.
5. Exceptions: Exceptions to any of the above may be authorized by the director or his/her designee.
6. Staff responsibility: Staff will document on the attached form any and all actions taken when dealing with disruptive behavior. The form will be signed by the staff person involved and by other staff members as appropriate. It will be referred to the director and kept on file.
7. Appeal Process
* Any patron wishing to appeal a library staff conduct decision to the Nevada Library Board of Trustees may do so in writing within 5 working days of the occurrence.
* The Board of Trustees will meet with the patron or patrons and the staff member or members involved at the next regularly scheduled meeting.
* A decision will be rendered within 5 working days following said meeting. Such decision is final.

REVIEWED/APPROVED BY LIBRARY BOARD OF TRUSTEES |DECEMBER 2019