

Kent County Public Library RULES OF CONDUCT POLICY

Policy: Kent County Public Library is designed to be a safe and welcoming place for all members of the public to use. Patrons are expected to observe the rights of other patrons and staff members and to refrain from harassing or threatening other people. Behaviors that interfere with normal operation of the library; restrict another patron's ability to use the library; or result in vandalism or destruction of library property will be addressed in order to protect the safety and well-being of patrons and staff and to protect the library's materials and facilities.

KCPL has zero tolerance for high risk behavior that creates unsafe situations for patrons or staff and/or violates the law. Staff should immediately alert a senior staff member and the police should be called to address high risk behavior.

Concerns about the behavior of library patrons should be brought to the attention of KCPL staff members who will assess and address the situation, as needed, in accordance with their training and this policy.

Due to the nature of public spaces, it is possible that there will be situations which may make patrons uncomfortable, but which involve no violation of law or policy. Patrons are encouraged to speak with staff for clarity related to the use of public spaces or situations that arise.

Library patrons who do not follow the Rules of Conduct will be asked by staff to adjust their behavior and/or to leave the library premises for a specified period of time. If asked to leave the library, this loss of privileges is recognized as a suspension and includes revocation of access to library buildings and premises, computers, materials, and services for a specified period of time.

Staff involved in incidents that result in suspension of a patron will complete an incident report that is submitted to the Executive Director. The incident report will be filed in accordance with internal procedures and will serve as internal documentation. Police will be called if illegal activity takes place, if high-risk behavior is involved, or if a patron who has been suspended returns to library property and refuses staff direction to leave.

Members of senior staff have the ability to suspend a patron for the remainder of the day. The library's executive director has the ability to determine if a patron's misconduct justifies a suspension that is longer and to determine the length of the suspension period. The length of the suspension will vary, depending on the severity of the misconduct and the impact of disruption to public services. The Board of Trustees has the ability to implement a lifetime ban at the request of the executive director.

Suspensions may be appealed to the executive director by submitting a written request. If the length of the suspension exceeds one year, an appeal may be made to the Board of Trustees through a written request. If the library is serving as a polling location and an individual who has been suspended or banned comes to vote, voting will be permitted, but the person must leave immediately after voting.

Date: **May 30, 2023**

Signature: 

Definitions: “Ban” – A permanent revocation of an individual’s library privileges based on documented behaviors that violate the Rules of Conduct and/or other library policies.

“Disruptive Behavior” – Any actions that violate or restrict the abilities of others to use the library or interfere with normal operation of the library.

“Harassment” – Any actions intentionally taken to produce psychological or physical discomfort, embarrassment, or ridicule.

“High Risk Behavior” – Any actions that in the view of the supervisor on duty may be a violation of law or create a situation that is volatile and/or potentially dangerous to self or others.

“Suspension” – A temporary revocation of an individual’s library privileges based on documented behaviors that violate the Rules of Conduct and/or other library policies.