

Rules of Conduct

The Herington Public Library's rules of conduct are intended to (1) protect the rights and safety of library users, (2) protect the rights and safety of staff members, and (3) preserve and protect the library's materials, facilities and property.

Procedures for handling disruptive behavior and other prohibited conduct have been established, including calling local law enforcement when necessary.

Repeat or severe offenders may be removed from the Library for a specified period of time and/or have their Library privileges suspended. Anyone wishing to appeal their exclusion may submit an appeal in writing to the Library Director and Board Members.

Conduct considered improper in the library includes, but is not limited to:

1. Alcoholic beverages or illegal drugs are not allowed in the Library or on the Library grounds.
2. Smoking is not allowed in the Library or within 50 feet of the Library entrances.
3. Food and drink are not allowed at or near computer terminals and workstations.
4. Animals are not allowed in the Library, except for those needed to assist a patron with a disability or for use in a Library-sponsored program that has been authorized by the Library Director. Animals may not be tethered at or near the Library entrances or on the Library grounds.
5. Photography, videography and any other recording in the Library or on the Library grounds must immediately cease upon request of a Library staff member.
6. Behavior disruptive to Library users or staff is not allowed.
7. Offensive odor is not allowed in the Library.
8. Intoxication is not allowed in the Library or on the Library grounds.
9. Offensive, threatening, harassing or abusive language or gestures are not allowed in the Library or on the Library grounds.
10. Soliciting or panhandling is not allowed in the Library or on the Library grounds.
11. Shoes and shirts must be worn in the Library.
12. Relocating furniture is not allowed in the Library by patrons.
13. Prolonged or chronic sleeping is not allowed in the Library or on the Library grounds.
14. Skateboarding, rollerblading and bicycling are not allowed in the Library or on the Library grounds, with the exception of transportation to and from the Library. Bicycles may not be brought into the Library.
15. Privileges may be limited or a permanent ban may be issued for repeated disregard for library behavioral guidelines, damaging Library property, stealing Library materials, or disobeying the direction of a Library staff member.
16. Physical assault or the threat of violence directed toward Library users or staff will result in a permanent ban.
17. Violation of certain provisions of this Code of Behavior may result in criminal prosecution.

~ Adopted on 4-9-2013 (Shelly Wirtz, Director)

~ Revised on 7-14-2015 (Shelly Wirtz, Director)

~ Reviewed on February 14, 2017 – (Shelly Wirtz, Director)