

MISSION STATEMENT

The Algona Public Library will act as a center to provide materials and services to help meet the informational and recreational needs of all patrons.

LIBRARY CODE OF CONDUCT POLICY

The Algona Public Library will serve all persons requesting services without regard to religious, racial, social, economic, political or disabling status. However, the use of the Library or its services may be denied for due cause. Patrons are expected to observe the rights of other patrons and staff members and to use the Library for its intended purposes. Prohibited conduct will not be allowed in the Library.

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 and comfortable environment of the Library or those using the Library.

Those behaviors considered to be inappropriate include but are not limited to...

- * willfully annoying, harassing, or threatening another person.
- * being disorderly, loud, boisterous or abusive.
- * interfering with another person's passage within the Library.
- * the use of alcohol, illegal drugs, tobacco, or e-cigarettes/vaping products in the Library and on the property.
- * running, throwing objects or fighting
- * playing audio equipment at a volume that is disturbing to other users.
- * the possession of a firearm, knife or other device which could be used as a weapon or is prohibited by the Algona City Code.
- * destroying Library property.
- * remaining in the Library without authorization after regular closing hours.
- * violations of any municipal, state or federal law or code.

Furthermore:

1. Tops and footwear must be worn while in the Library.
2. Skateboards, skates, and scooters must be left at the cubbies provided at the entrance of the building or at the bike rack.
3. Patrons using cell phones are asked to keep conversations to a minimum and to avoid disturbing other patrons or staff while on the phone. Staff discretion is allowed and patrons may be asked to move their conversations to the entryway or the hallway by the restrooms if the situation warrants it.
4. Food is not allowed in the Library. Covered beverages are allowed in the library excluding the computer area.
5. Only authorized persons are permitted behind the circulation desks and in designated staff-only areas.

Parental Responsibility

Parents are responsible for their children's behavior while in the Library.

1. Children under the age of 5 years must be accompanied at all times by a responsible individual known to them of at least 10 years of age, unless attending a scheduled Library program. During scheduled children's programs, the responsible individual may leave the premises after advising the staff at the Youth Department Desk where he/she may be reached until the program concludes.
2. Persons using the meeting rooms may not use the Library as a babysitting service.
3. Disruptive children, as with patrons of all ages, will be asked to leave for the day after receiving one warning.
4. The Library will assume no responsibility for children left unattended on Library premises.
5. Staff members shall not take unattended children from the Library property. If the Library is closing and parents have not picked up their children, the police may be called.

Consequences

Enforcement of these rules may take the form of any of the following actions. The severity of the misconduct will be determined by the staff on duty at the time.

1. 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. Upon refusal to leave, the police may be called to escort the individual from the building.
2. In the case of any misconduct that – in the judgment of a staff member – is extreme the offender may be ordered to leave the building immediately or the police may be called.
3. Exceptions to the above may be authorized by the Library Director and/or designee.

Adopted: 5/14/03

Reviewed & Amended: 3/8/06

Reviewed & Amended: 10/8/08

Reviewed & Retained: 2/8/12

Reviewed & Revised: 12/17/14

Reviewed & Revised: 10/29/15

Reviewed & Revised: 8/8/18