

BELGRADE COMMUNITY LIBRARY

106 N BROADWAY
BELGRADE, MT 59714
388-4346
www.belgradelibrary.org

LIBRARY PATRON BEHAVIOR POLICY

The Belgrade Community Library encourages people of all ages to visit the Library. Those using the Library and its resources have the right to expect a safe, comfortable environment that supports appropriate library services.

People demonstrating disruptive behavior will be required to leave the Library after a maximum of two warnings from Library staff. Disruptive behavior includes, but is not limited to: noisy, boisterous actions; inappropriate behavior; carelessness with food and drinks (which are not allowed at the computers); smoking, running or loud talking; misuse of Library property; uncooperative attitude; or actions that deliberately annoy others or prevent the legitimate use of the Library and its resources. Abusive language and behavior toward staff will not be tolerated. Depending on the nature of the situation, Library staff will follow the Disruptive Behavior Procedures.

Personal electronics, such as laptops and cell phones, may be used if the noise level is low and use does not interfere with others. Cell phones and pagers are permitted in the library, but should be turned off or switched to vibrate or low volume as a courtesy to others. Telephone conversations should be held at volumes which do not disturb others.

Should the conversation become distracting to others, a staff member may hand the patron a preprinted card located at the circulation desk stating: "Please lower the volume of your conversation or step outside to complete your call. Thank you."

UNATTENDED CHILDREN

Young children are not safe when left unattended in the Library. Staff cannot know if children are leaving with a parent, a friend, or a stranger. Library staff will not deliberately seek out unattended children. Parents are responsible for ensuring the appropriate behavior of their children while in the Library. If a parent or other responsible adult cannot be located, unattended children who are disruptive will be placed in the care of the police. Under no circumstances will library staff take children out of the building or transport children to another location.

The Belgrade Community Library is a public facility that offers services to a wide range of citizens, and children are especially welcome. The Library makes a reasonable effort to provide an environment that is safe and comfortable for every patron who is appropriately using its services and facilities. Children and young people are expected to adhere to the same standards of patron conduct expected of adults. Parents, guardians, or assigned chaperones are responsible for the behavior of their children while in the Library.

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Approved by Board of Trustees January 2017
Reviewed by Library Staff October 2016

Children under the age of seven should never be left unsupervised in any area of the Library. If a parent or caregiver cannot be located, staff will call the police to report an abandoned child.

Older children who are disruptive will be asked to leave the Library. If the child cannot safely leave the Library to return home on his or her own, staff will permit the child to call a parent or caregiver. If no parent or caregiver can be contacted, Library staff will either allow the child to remain at the Library until a parent can be contacted or contact the police, depending upon the severity of the situation.

Children who have not been picked up at closing time will be given the opportunity to call a parent or caregiver. Children who have not been picked up within fifteen (15) minutes after closing will be left in the care of the police. Under no circumstances will staff transport children in a vehicle or accompany them home.

In any of the above cases, an incident report form will be filled out and given to the Director.

ANIMALS

According to Belgrade City Code 8.02.060 Animals at Large; “any dog found off the premises of the owner, and not under the strict leash control of a competent person, is subject to impoundment and penalties hereafter provided, and the owner or keeper of said animal at large shall be subject to citations, arrest, or other penalties as hereafter provided.”

No animal is allowed to become a nuisance. If a chained animal on Library grounds becomes a nuisance due to biting, barking, intimidation, or defecation, staff will announce to Library patrons that animals causing disturbance to other Library patrons need to be removed. At the end of fifteen (15) minutes, the Belgrade Police at #388-4262 will be called to remove the animal.

No animals other than service animals are allowed in the Library. According to federal guidelines set forth by the Department of Justice (effective March 15, 2011), service animals will only include dogs and in some cases miniature horses. Patron must be able to provide proof of certification, upon request.

Service dogs must be “trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.” Animals that simply provide “emotional support, well-being, comfort, or companionship” are not considered service animals. Additional information on service animal regulations is available from the Rocky Mountain ADA Center.

HARASSMENT AND LEWD BEHAVIOR

Patrons and staff have the right to enjoy an environment free from harassment or lewd conduct. Anyone, including patrons, who harass staff or another patron will be asked to leave

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the Library, and an incident report form will be filed with the Director. Repeated acts of harassment or acts that may escalate into violent or illegal actions will be reported to the police.

Lewd acts or sexual misconduct are not appropriate in the Library. One warning may be given. Serious acts and acts involving minors will be reported to police. All acts of a serious nature will be reported to the Director and documented on an incident report form.

THEFT OF MATERIALS

To protect the investment in library materials made by taxpayers, as patrons leave the Library, staff may conduct random examinations of book bags, backpacks, briefcases, and other large containers brought into the Library if they suspect possible theft of materials. Any items not checked out will be returned to the Circulation Desk and may be checked out to the patron. If staff believes that theft was intended, the police will be immediately notified. Vandalism of library materials will also be reported to the police.

The Library is not responsible for any items damaged or stored while patrons are utilizing the library.

LIBRARY PRIVILEGES

Anyone violating the policies of the Library may, at the discretion of library staff or the Director, be asked to leave the premises or denied borrowing privileges. According to Montana Code Annotated 22-1-311. Use of Library – privileges, “the board may exclude from the use of the library any and all persons who shall willfully violate the rules of the library.”

An incident report will be filed by the staff person after the incident.

PUBLIC RELATIONS

The Library shall establish, support and participate in a planned public relations program. Each Library Trustee shares with the Library Director, the staff, and other board members in the responsibility of forming the public “image” of the Library. The staff, because of their daily contact with patrons, sets the climate of the Library.