

WEBER COUNTY LIBRARY SYSTEM

Administrative Procedure

Public Access to Library Buildings & Grounds Also Known As: Code of Conduct

In order to provide a safe and appropriate environment that allows all community members to use Library facilities to the fullest extent during regularly scheduled hours, the Library prohibits activities that are:

- Illegal;
- present health or security risks;
- damage Library resources; or
- disrupt the normal flow of operations.

RESTRICTED BEHAVIORS

Restricted behaviors include, but are not limited to:

- Smoking on Library property*
- Eating and drinking in non-designated public areas*
- Monopolizing employee time with personal conversations*
- Bringing a pet into the library or onto the library grounds**
- Unreasonable disruptive behaviors that affect others' access to, use, or enjoyment of the Library**
- Use of obscene language**
- Approaching others and engaging in conversation after being asked not to do so**
- Conducting unauthorized sales, or charitable/political solicitations in a Library facility**
- Theft***
- Destruction of Library, employee, or patron property***
- Public intoxication, consuming liquor, or using illegal drugs on Library property***
- Soliciting for immoral purposes or patronage (panhandling)***
- Exhibitionism, sexual advances or abuse, or lewdness***
- Physical abuse between patrons or abusive behavior directed at a staff member***
- Threatening others verbally, with force, or with a weapon***

The above list is not intended to be all-inclusive. The Library staff and administration reserve the right to enforce other rules and guidelines not listed when they are needed to protect an individual's right to use and enjoy the Library.

GUIDELINES:
PROGRESSIVE INTERVENTION

- * Mitigate as time and circumstances allow.

- ** Try to mitigate and use progressive discipline as needed.
If the patron does not respond over time, or if the situation escalates, call police if directed to do so by a senior staff member. File a formal complaint, if possible; notify patron(s) they are not to return to the Library for at least six (6) months or they will be arrested for trespassing.

Also, tell the person(s) they may ask the Library Director to review their suspension. Whether or not a review is requested, the suspended individual must make an appointment and sign an “acceptable behavior contract” with the Library Director before privileges will be reinstated.

- *** Notify the senior person in charge of the Library. Call police every time; file a complaint, if possible; notify patron(s) they are not to return to the Library for at least twelve (12) months or they will be arrested for trespassing.

Also, tell the person(s) they may ask the Library Director to review their suspension. Whether or not a review is requested, the suspended individual must make an appointment and sign an “acceptable behavior contract” with the Library Director before privileges will be reinstated.

NOTE: Document all conversations with community members concerning inappropriate behaviors that may require progressive discipline or future suspension. File a formal incident report with the Library administration every time law enforcement is called.

Approved 06/26/01
Updated 01/28/10
Reviewed 01/30/14
Reviewed 11/21/2016
Reviewed 2/26/19
Reapproved 01/03/2023