

OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE

Name of Policy: **DISRUPTIVE BEHAVIOR POLICY**

Purpose: This policy is to maintain a quiet and pleasant environment conducive to meeting library objectives. The Ottumwa Public Library considers the following (but is not limited to) to be unacceptable behavior on library property:

1. Committing any criminal offense, as defined by federal, state, or local laws.
2. Obscene or abusive language.
3. Willful destruction of or damage to library property.
4. Possession or consumption of alcoholic beverages or illegal drugs.
5. Removal of any library property from the building without authorization through established lending procedures.
6. Harassing behavior towards staff or other patrons.
7. Bringing animals into the library other than those certified service or companion animals is not allowed. If ANY animal acts out the owner will be asked to remove them from the building.
8. Soliciting or selling of any kind, unless approved by library director.
9. Distribution of leaflets or posting of notices in areas not authorized by library director.
10. Playing electronics at a volume that is disturbing to others.
11. Running in the library.
12. Displaying other behaviors inappropriate in a public setting.

Violators will be given a verbal warning from library staff and if a second incident happens they will be asked to leave for the day. Those under 18 who violate behavior policy will be asked for their name and parent's name at first warning. If additional behavior incidents occur the parents will be contacted. Law enforcement will be contacted as needed to ensure enforcement of this policy.

Banning for more than one day: People who have been asked twice during one 30 day time period to leave the library for any combination of offenses, shall on the next offense of any kind be asked to leave for 30 days, and, on any next offense of any kind, asked to leave for one year. People entering library grounds or the library without permission of the Director or Library Board President before the end of the banning period will be prosecuted with trespassing.

Appeal process: People banned for more than one day may submit a written appeal to the Director within ten days of the start of the ban. The Director will send a written decision within 10 business days of the submitted appeal. The person may appeal the Director's decision by submitting a written appeal to the President of the Library Board within 10 days of the Director's decision. The Library Board will send a written decision within 10 business days after the appeal. The Library Board's decision is final.

Date revised: 10 August 2009
Date revised: 11 June 2012
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Date revised: 12 September 2022
Date revised: 10 February 2025

By: Ottumwa Public Library Board of Trustees