

## BEHAVIOR AND LOSS OF LIBRARY PRIVILEGES

Adopted by the Library Board of Control, June 7, 2017

Updated and Adopted by the Library Board of Control, April, 25, 2022

### PURPOSE

The West Feliciana Parish Library's Behavior Policy is designed to:

- Ensure that the community can utilize library resources safely and comfortably.
- Enable Library staff to effectively perform their jobs in a safe and secure workplace.
- Preserve and protect the Library's materials, facilities, and property.

### I. Prohibited Behaviors

1. Violation of any local, state, or federal laws with specific focus on:
  - a. ([LA Rev Stat § 14:103, Disturbing the Peace](#))  
*Patrons shall respect the rights of others and shall not harass, annoy, or intimidate others through noisy, boisterous, or threatening activities; or by behaving in any other manner which reasonably can be expected to disturb other persons utilizing library resources and spaces.*
  - b. ([LA Rev Stat § 40:1291.11 - General Smoking Prohibitions](#))
  - c. ([LA Rev Stat §14:225 – Institutional Vandalism](#))
2. Any behavior that creates a potential safety hazard for oneself or others. (e.g., Running, climbing, throwing items, not wearing shoes, etc.)
3. Removal of any library property from the building without authorization through established lending procedures.
4. Animals brought onto the library premises other than animals used in library programming or service animals. (A service animal is an animal which is trained to do specific work or perform tasks for the benefit of a person with a disability.)
  - a. Service animals must be allowed w/two exceptions:
    - i. An animal is out of control
    - ii. An animal is not housebroken
  - b. Library staff are **not** allowed to ask about the disability or ask to see a certification.  
Library staff **may** ask:
    - i. If an animal is required because of a disability
    - ii. What tasks the animal is trained to perform
5. Consumption of alcoholic beverages.
6. Soliciting or selling of any kind, unless approved by the Library Director in conjunction with a library sponsored event.
7. Poor hygiene that constitutes a nuisance.
8. Entering nonpublic areas of the library without permission of library staff on duty.
9. Eating or drinking in carpeted areas of the library.
  - a. Small snacks may be consumed at tables.

- b. Beverages with spill proof lids are acceptable. (*Fountain drink lids are not considered spill proof.*)

## **II. Staff Response to Prohibited Behaviors**

1. Law enforcement will be called immediately in the event of threats, theft, fighting, or refusal to leave after ignoring two verbal warnings for lesser violations.
2. Library staff will offer study rooms and laptops, if available, to keep the volume from disturbing others.
3. Violators will receive a first verbal warning and an opportunity to cease.
4. If behavior does not cease, violators will be given a second verbal warning to cease their behavior or they will be asked to leave for the rest of the day.
5. If behavior does not cease, violators will be asked to leave for the rest of the day with a welcome to return the next opening day.
6. Repeat violations may result in longer suspension of Library privileges.

## **III. Documentation of Prohibited Behaviors**

1. Staff will document all incidences of prohibited behavior that escalate beyond a first verbal warning on an Incident Report Form which will be kept on file in the Director's Office in a binder labeled "Library Incidents".
2. Video recordings made from security cameras showing a violation by a patron of the Library's Behavior Policy may be used to support suspension or termination of a patron's Library privileges and/or immediate ejection from the Library.

## **IV. Appeals Process**

1. For suspension of privileges for longer than (1) month, an appeal request can be made in writing to the Library Director. The Library Director will return an answer to the appeal within five (5) days.
2. If an appeal is denied by the Library Director, an appeal request can be made in writing to the Library Board of Control. The Library Board of Control will return its answer to the appeal within fourteen (14) days.