

SECTION VIII - PROCEDURES

VI. DISCIPLINE POLICY

To insure that all patrons have a beneficial use of the Manteno Public Library, appropriate behavior is expected.

Problem behavior is any behavior which either consciously or unconsciously violates or restricts the rights of others to use the library comfortably. Disruptive behaviors include, but are not limited to the following items:

1. Loud talking or boisterous behavior (running, excessive seat changing, etc.).
2. Offensive language or inappropriate comments to staff or other patrons.
3. Food or drink may not be consumed in the library (except designated areas)
4. Smoking in the library or on library property.
5. Destruction or mutilation of library property.
6. Parking bicycles or other vehicles in a manner that blocks or hinders entry to the library.
7. Conduct which is disruptive to the operation of the library or threatening to patrons, staff, or library property.
8. Inappropriate dress
9. Offensive odor (generally defined as any odor detectable 5 or more feet away.)
10. Soliciting, sleeping, loitering or misuse of library furniture (such as feet on furniture)

The library assumes that all patrons are using the library's materials and resources for legal purposes. We assume no responsibility for those users who may use library materials or resources for illegal purposes, illegal behavior or activities will be reported to law enforcement authorities.

It is the responsibility of every staff member to ensure that the library is a pleasant environment for all patrons. If a patron is creating a disturbance or breaking one of the above mentioned rules, library staff has the authority and/or right to tell that patron to leave the library premises.

The library director and board have the authority to ban repeat offenders for an extended period of time from library premises. We will bar the patron for two months after the first offense. After the second offense the patron will be barred for six months. If a third offense occurs the patron will be barred for one year.

If that patron refuses to comply and continues to cause problems, the police will be contacted to eject that patron from the library premises. Anytime the police are contacted by staff, the patron will be barred for one year.