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CONDUCT:

(2.1) Conduct Policy

In accordance with CBJ 03.20.020, the Juneau Public Libraries hereby adopt the following Conduct Policy as necessary for the operation of the library and protection of the library and its property.

Purpose:

It is the goal of the Juneau Public Libraries to ensure library facilities that are safe and welcoming and that provide equitable access to materials and services for all library users.

Individuals must conduct themselves at all times in a manner that does not interfere with others and that is in keeping with the nature of the library's program and services. Appropriate library conduct includes activities such as reading, studying, properly using library materials or computers, attending library programs and other similar conduct normally associated with library activities. Any activity not connected or compatible with these purposes is inappropriate.

When possible, staff will first educate individuals about the applicable policies before taking stronger measures to enforce those policies.

Anyone whose conduct is disruptive to library operations or to the use of the library by others may have the privilege of using the library abridged or denied in accordance with CBJ 03.20.040.

Inappropriate behaviors include, but are not limited to, the following:

1. Loud, disruptive, or attention-getting behavior which disturbs library activities;
2. Use of foul or abusive language;
3. Deliberate damage to, tampering with, or defacing of library materials, furnishings, equipment or other property, including damage to or disruption of library computers or computer networks;
4. Consumption of food or beverages, except where specifically allowed;
5. Smoking or other tobacco use in library facilities, including entryways, decks or elevators;
6. Apparent intoxication or any condition resulting in disorientation, disruption, or possible damage or harm to oneself or others;
7. Strong alcoholic or body odor to the point of disturbing other patrons or deterring others from coming near;
8. No shirt or bare feet;
9. Possession of dangerous weapons (firearm, knife, club, etc.);
10. Sexual harassment of library staff or patrons;
11. Unauthorized entry into STAFF ONLY areas;
12. Persistent sleeping after being informed by staff that sleeping is not permitted in the library;
13. Soliciting funds for any person, cause or organization, or panhandling as defined in CBJ 42.20.200;
14. Failure to comply with staff requests to leave the children's area;
15. Violation of posted Internet and computer use policies;
16. Theft of library property or the personal property of library staff or patrons;
17. Physical assault of library staff or patrons;
18. Verbal threats or intimidation of library staff or patrons;

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19. Lewd behavior such as indecent exposure, voyeurism, or sexual advances;
20. Viewing of child pornography on any computer connected to the library computer network;
21. Possessing, selling, or consuming any controlled substance or alcoholic beverage on library premises;
22. Chronic or deliberate refusal to return library materials;
23. Disorientation or loss of consciousness justifying the assistance of the Juneau Recovery Unit Emergency Services Patrol to remove one from the premises;
24. Any conduct amounting to child enticement.
25. Any act leading a reasonable person to conclude that it is more likely than not that the individual has committed a crime in the library;
26. Any act requiring the assistance of the Juneau Police Department to remove one from the premises.

The police will be summoned if staff requests to leave the library are refused or ignored.

Enforcement

Violation of these rules is misconduct that can result in expulsion from the library and forfeiture of library privileges under **CBJ 03.20.040**.

Staff will attempt to educate individuals about minor violations of the rules before enforcing the policies. If an individual continues to violate these policies, staff may order them to leave the library premises. Any conduct that threatens the life or safety of any person or that damages library property, equipment or facilities may result in immediate expulsion from the library premises.

Police will be called when conduct is illegal, when it poses a threat to individuals or property, or when staff requests to leave the library are refused or ignored.

Repeat or severe offenses (even if a single, isolated event) may result in library use being denied or made conditional. Use of certain library services, such as computer use, may be prohibited. Individuals may be prohibited from entering library facilities for a fixed or indefinite period until a meeting is conducted with the Library Director or designee that results in a satisfactory plan for the patron's future compliance with this policy.

Minor problems should be dealt with by the observing staff member; more serious or recurring problems will be handled by the senior staff person on duty. Only the Library Director or designee may restrict access to the library for a period exceeding 30 days. The Library Director will institute a patron appeal process from this decision.

When any serious incident, or one in which an individual is asked to leave the library, occurs, the senior staff member on duty shall prepare a written account for the Library Director by the end of that person's next working day.

Restricted Library Use for Juveniles

As an alternative to prohibiting library access for a juvenile, the Library Director may restrict the independent use of a specified library site or library service, such as library computers or the internet, by a juvenile for a period of 30 days (first restriction) or 90 days (second restriction). The juvenile whose library use is restricted may use the library during the specified period only when the juvenile is accompanied by a responsible parent or guardian. The juvenile's parent or guardian must be notified of the restriction via certified mail. Failure to abide by the restriction may lead to prohibiting the juvenile from library premises for up to one year.

Appeal Process

An individual may appeal restricted or lost library privileges within fourteen days of notification of loss of privileges. Appeals must be in writing and should be addressed to the Library Director, Juneau Public Libraries 292 Marine Way, Juneau, AK 99801. The Library Director will respond within fourteen days of receipt of the written appeal.

If the loss of library privileges is indefinite or in excess of one year, the individual may reapply to the Library Director in writing after one year of the initiation of the prohibition.

Final appeal is to the City Manager or his/her deputy.

During the time of any appeal process, the suspension of library privileges will remain in effect.