

Code of Conduct Policy

The Red Bud Public Library Staff prioritize upholding a safe and welcoming environment for the Library patrons and other users of the Library and its services. The guidelines below lay out expectations of all Library users.

Code of Conduct

In addition to the Code of Conduct below, the Red Bud Public Library has established rules for everyone to follow to ensure safety. If any of the below are in violation, Staff will follow the Code of Conduct for appropriate discipline actions.

1. No boisterous behavior such as, but not limited to yelling, shouting, screaming, running, or excessive seat changing.
2. No smoking in the Library facility, or within 15 feet of entrances and exits, openable windows, or ventilation systems. This extends to all e-cigarettes, vapes, recreational drugs, and traditional cigarettes, cigars, and pipes.
3. No destruction or mutilation of Library property; this includes graffiti.
4. No parking bicycles or other vehicles in a way that prohibits the entry into the Library parking lot, the use of the Book Drop Box, or entry inside the Library. There should be no obstruction to opening and exiting through the Library's Fire Exit door (back side of building).
5. No actions or behavior should be disruptive to the operation of the Library or pose threat or harm to other individuals, patrons, staff, or Library property.
6. Violation of any Red Bud Public Library Policy.

Disciplinary Action

The Red Bud Public Library is dedicated to providing access to knowledge and information through reading, writing, and quiet contemplation; providing patrons the right to use materials and services without being disturbed or impeded; and providing patrons and Library employees a secure and comfortable environment. The Public Library Act provides the Library Board of Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the Library and providing Library services and specific power to "exclude from the use of the library any person who willfully violates an ordinance or regulation prescribed."

The Library and its Board establishes their disciplinary actions as follows:

Section 1.

Any individual(s) who engage in any activity which materially disrupts the use of Library facilities, collections, services or other individuals, or materially disrupts the ability of the staff to perform their duties, shall cease activity immediately upon request by Library personnel.

Section 2.

In such instances involving minors, identification will be requested and the incident may be reported to the parent or guardian.

Section 3.

If, following a request, the patron or Library user fails or refuses to comply or respond to the request in an abusive fashion, the individual(s) will be required to leave the Library premises immediately for the balance of that calendar day. If the individual(s) fail to leave, local law enforcement will be contacted.

Section 4.

Library personnel will record all instances in a ledger in which patrons are reminded of the Code of Conduct Policy or other policies in which the individual(s) are not compliant, regardless if the individual(s) are asked to leave. The Library Staff will keep the ledger maintained and organized, used solely for the purposes of incident reports. Library personnel will record incidents with the Library's 'Incident Report' form.

Library staff will also record any instances of violations to the Library's Computer and Internet Policy, if the Library Staff deem the action(s) an infraction of the Policy.

Upon the 2nd recorded instance, the Library Director holds the authority to bar an individual from the Library premises for 1 calendar year from the date of the 2nd recorded instance. Parents or legal guardians of minors will be notified in writing after the 1st recorded instance in which a minor is asked to leave the Library. The parent/legal guardian will be advised of the consequences of any further recorded instances via this policy.

Section 5.

Parents or legal guardians wishing to appeal such action may do so upon written request to the Library Board of Trustees. The written letter must be given to the Director no later than 2 days before the start of the next Library Board Meeting.

Section 6.

In the event an individual(s) barred from the library facility attempts entry to the library during any such period of exclusion, the local police will be contacted and informed of all prior incidents regarding that individual(s).

Section 7.

In the event the individual(s) persists in an abusive or disruptive behavior following such a period of exclusion, the Director shall report to the Board of Trustees such conduct following prior expulsion and the Board will consider a long-term expulsion of that individual(s).

Section 8.

The ordinance shall take effect immediately upon enactment and approval according to law and will be in full force and effect thereafter. A copy shall be posted within three

days of enactment at the library, and the secretary of the Board of Trustees shall maintain a certified copy in the official records of the Library available for public inspection.

If an individual procures 3 or more offenses of the Library's Code of Conduct, the Library Director and the Board of Trustees hold the authority to bar an individual indefinitely from the Library and its services.

Patron and Library User Safety

The Library staff and its Board want to ensure that patrons and other Library users are guaranteed a safe space. Patrons, community members, and staff have the right to enjoy an environment free from harassment, violence, and interruptions of any sort including but not limited to sexual harassment, verbal harassment, and lewd conduct.

Harassment includes, but not limited to, persistent and unwelcome conduct or actions.

Sexual harassment includes, but not limited to, unwelcomed and/or inappropriate requests for favors, physical contact, and verbal, nonverbal, and physical conduct of sexual nature. Lewd acts, sexual misconduct, and sexual harassment are not acceptable and will not be tolerated in the Library.

Anyone, including Library Staff and Board members, who harass other Staff, Board members, patrons, and other Library users, will be given 1 verbal warning by Library staff. If action continues, the individual(s) will be asked to leave the Library. An incident report will be filled out by Library staff. Repeated acts of harassment and conduct that have the potential to scale into violent or illegal actions will be reported to the proper authorities.

Those who engage in inappropriate public displays of affection in the Library or commit other sexual acts deemed inappropriate for the public setting, 1 verbal warning will be given before being asked to leave the Library if action continues.

Violence or Threats of Violence

Weapons of any kind are prohibited inside the Library. The possession, use of, or threat of use, of a weapon will result in immediate removal of the Library. Weapons are defined as any item designed to harm or kill a person or animal. Items include, but not limited to: firearms, rifles, handguns, BB guns, switchblades, martial arts weapons, and explosives.

No open flames, incendiary devices, or explosive devices, including but not limited to, fireworks, are not permitted in the Library. Lighters, matches, and candles may not be used in the Library.

Individuals who are in possession of any of the foregoing items will be asked to remove that item(s) from the Library facility immediately and individuals will be provided a copy of this policy. If the individual does not comply with the request, Library staff will contact local police.

Items that are commonly used and not typically ‘threatening’, such as canes or knitting needles, are permitted. However, users of these items who appear threatening with these items will be dealt with in the same manner as if they are carrying dangerous weapons.

Violence or threats of violence will not be tolerated. If an individual is violent or makes violent threats, either towards Library Staff, Board members, or other Library users, local police will be contacted.

Adopted November 9, 2006

Revised October 8, 2009, March 1, 2014, August 13, 2026