

# Carter Lake Public Library

## Loitering Policy

This policy prohibits any behavior that may be disruptive, belligerent, or harmful to oneself, others, or library items on Carter Lake Public Library premises.

### **Purpose**

This policy enables the Library Director and staff to exercise authority to regulate how the library spaces are utilized. Loitering is not permitted in the library, the library parking lot, or the library grounds.

### **Definitions of Loitering and Improper Use**

The policy defines “loitering” as the act of entering and remaining in the library while creating a disturbance for other patrons and staff, or the improper use of library resources and space. In such cases, the burden of proof will be upon library employees.

### **Loitering includes but is not limited to:**

- Sleeping in the stacks, study areas, reading areas, offices, bathrooms, mechanical and non-public areas.
- Standing, sitting, or lying on floors or furniture in a manner that sufficiently disturbs other patrons or employees, blocks or obstructs potential or actual library traffic, or obstructs other patrons from using the library facilities.
- Creating an uncomfortable environment for patrons and library staff.
- Consuming or suspected consumption of alcoholic beverages or drugs on library property.
- Remaining in the bathroom for over 20 minutes will result in library staff checking in on the patron and asking them to vacate the stall.

### **This policy defines “improper use” to include but not limited to:**

- Making excessive noise such as talking loudly, playing music or sound from personal devices, or otherwise causing a public or private peace disturbance in areas designated for library research, study areas, or designated quiet areas.
- Any disruptive or aberrant behavior, such as fighting, harassment, verbal or physical altercations, and verbal outbursts within any library area.
- Any disorderly behavior within any area of the library due to intoxication or consumption of alcoholic beverages or controlled substances.
- Taking up access to library resources without using them (i.e., sitting at a computer without using the computer).
- Sitting or taking up resources in areas not meant for that patron. Such as an adult in the teen or children’s space alone taking up a table, chair, or computer. Parents and guardians with their children are not considered in this rule.

### **Non-threatening behavior**

- Patrons will be warned three times about changing their behavior. Non-threatening behavior is the following but not limited to using excessive volume while in the library, sleeping on the floor or in chairs, taking up computer space while not using the computers, continuing to go to and stay in spaces

not for their age, eating food in the library that wasn't provided by library staff, purposely messing with library items, i.e. moving books around on the shelf, or playing noises out loud from their devices.

- If the behavior isn't corrected after the third warning is issued, patrons will be asked to leave for the day. If patrons refuse to leave law enforcement may be called.
- If patrons continue their behavior and are repeatedly asked to leave for three days, patrons will be issued a ban of two weeks. Library staff will fill out a form explaining how long they're banned and why. The patron will receive a copy of the form while the library staff keeps the original.
- The patron's information and the original document will be kept in a binder for staff to review. Explanations of why the ban was issued will be included so staff are aware. This will also keep a history of the patrons' behavior in case they resume disruptive behavior once the ban is lifted.
- If the behavior continues once the ban is lifted, a more extended ban will be issued by library staff. The Library Director has the right to permanently ban a patron who has received more than one 90-day ban.

### **Violent Disruptive Behavior**

- Violent disruptive behavior, including but not limited to, harassment, verbal or physical altercations, threats to one's life or others, or drug or alcohol use on-premises will be asked to leave immediately by staff.
- If physical altercations or threats against one's life or others, or the public consumption of alcohol or drugs happens law enforcement will be contacted by library staff.
- Failure to leave the premises will result in contacting law enforcement to escort patrons off the premises.
- Patrons who participate in violent disruptive behavior may be issued a 90-day ban from the library. The patron's information and pictures will be put in a binder with an explanation of why the ban was issued, the date it was issued, and when the ban will be lifted. The patron will be required to sign a form explaining why they're banned and how long the ban is for.
- Patrons who have exhibited physical violence against staff or other patrons or continue violent disruptive behavior after receiving a 90-day ban will receive a permanent ban.

Any person wishing to appeal or otherwise question a restriction, as defined in this document, should be referred to the Library Director or in his/her absence, the Library Board President.

Loitering Policy  
Adopted November 2014  
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