

Behavior Policies

Madison Public Library has established this Behavior Policy to ensure that library facilities are safe, welcoming and provide equitable access to materials and services for all library users. Appropriate library conduct includes activities such as reading, studying, participating in a library sponsored activity, properly using library materials or computers and other similar conduct normally associated with a public library.

Overview and Definitions: No individual may engage in inappropriate conduct on the premises of Madison Public Library, or when using library facilities, or when participating in library programs. Patrons shall be engaged in normal activities associated with the use of a public library while in the building. Patrons not engaged in reading, studying, participating in a library sponsored activity, or using library materials or computers may be asked to leave the building.

Inappropriate conduct includes any individual or group activity which is unreasonably disturbing to other individuals lawfully using library facilities, materials and/or premises or is otherwise inconsistent with activities such as reading, studying, properly using library materials and other similar conduct normally associated with a public library.

Inappropriate Behavior, shall include, without limitation by enumeration, the following conduct or behaviors:

- Committing or attempting to commit any activity that would constitute a crime or a violation of State or County ordinances.
- Possessing, selling, distributing, displaying or using any dangerous weapon as that term is defined in ORC 2923.11 upon library premises or using or threatening the use of any other object in such a manner that it may be considered a weapon.
- Engaging in any physically intimidating or assaultive behavior. Making any threats of violence or unlawful activities. The Library has a policy of zero tolerance for threats and acts of violence. Any person engaging in such behaviors will be immediately ejected from the Library.
- Possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance.
- Trespassing by entering or remaining on library premises after having been notified by an authorized individual not to do so, and entering or remaining on the library premises during the period in which an individual has been banned from the premises.
- Refusing to follow the reasonable directions of library staff to include, failing to take shelter in an emergency as directed by staff.
- Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to library users or staff including stalking, prolonged staring at or following another with the intent to annoy or intentionally behaving in a manner that could reasonably be expected to annoy or disturb other patrons.
- Leaving children under the age of 6 unattended without an adult on Library premises

or children over the age of 6 and not yet in 9th grade unattended without an adult at the Library unless they are attending a library sponsored program.

- Engaging in any sexual contact, activities or conduct.
- Selling, soliciting, surveying, distributing written materials, panhandling or canvassing for any political, charitable or religious purposes inside a library building, doorway or vestibule without prior authorization of the Library Director or designee.
- Engaging in excessive or disruptive conversations, talking loudly, using personal electronic equipment at such a volume or making ongoing noise that is unreasonably disturbing to other library users.
- Not wearing shoes or shirt within the library.
- Entering or remaining upon library premises with a bodily hygiene so offensive that it constitutes a nuisance to others.
- Moving furniture without the express consent of the library staff or use of furniture in any manner that may damage the furniture, to include placing feet on the furniture.
- Using library materials, furniture, equipment or facilities in any manner inconsistent with the customary use thereof or the theft or intentional damaging of library materials, furniture, equipment or facilities.
- Blocking of aisles with personal items or leaving such items unattended on library premises at any time. Items may be removed from the library premises if they reasonably appear to be abandoned or have been left unattended for 30 minutes or more.
- Interfering with the safe and free passage of library staff or patrons on the premises, including but not limited to the placement of objects in hallways, aisles, flooring or elsewhere in a manner that impedes the free passage of such persons about the library.
- Entering non-public areas of the library without permission.
- Improperly using library restrooms or facilities for purposes such as bathing, shaving or changing clothes.
- Taking library materials into rest rooms.
- Engaging in any other activities that are inconsistent with those activities normally associated with the use of public library facilities that include reading, studying, participating in library-sponsored or sanctioned activities and using library materials.
- Violating the library's rules for acceptable use of the internet and library public computers. A user accepts these rules before accessing the Internet through a library computer. Copies of these rules will be made available by staff upon request.

Banning Letter:

TO:

On ___Date: ___ at approximately ____4:30 pm___ you were observed at the Madison Public Library. At that time, you were:

COMMENTS:

Because of the behavior listed above, and/or other history of inappropriate conduct at Madison Public Library, you are banned from Madison Public Library until the date listed below. If you enter Madison Public library before the return date listed below, police will be called and you will subject to being arrested for trespassing under section 2911.21 of the Ohio Revised Code (Criminal Trespass).

Within 10 days of this letter, you may file a written request to Director, Madison Public Library, 6111 Middle Ridge Rd., Madison, OH 44057, to reconsider this ban from Madison Public Library. Your written request shall set forth your reasons for reconsideration of the ban. THE LENGTH OF THIS BAN FROM MADISON PUBLIC LIBRARY SHALL REMAIN AS STATED IN THS DOCUMENT UNLESS THE DIRECTOR ISSUES A WRITTEN DETERMINATION ALTERING THE TERMS OF THIS DOCUMENT.

BANNED FROM LIBRARY _____

RETURN DATE _____

Staff initials: _____

Appeal Procedure:

1. Notice of Appeal. The Director's written determination may be appealed to the Library Board, if the individual aggrieved files a written notice of appeal within 10 days after he/she receives the determination. Such notice shall be filed with: both the Library Director and the Library Board President, c/o Madison Public Library, 6111 Middle Ridge Rd., Madison, OH 44057). The Board shall hold a hearing within 30 days after the notice has been filed. The appellant shall be notified at least 10 days before the hearing.
2. Hearing: At the hearing, the appellant may be represented by counsel, may present evidence, and may call and examine witnesses and cross-examine witnesses of the other party. The President of the Board shall conduct the hearing. The staff shall record all of the proceedings.
3. Decision. Within 30 days of the completion of the hearing, the Board shall issue a written decision stating the reasons therefore. The Board shall have the power to affirm or reverse the written determination or to remand it to the Director or designee with instructions for reconsideration. The decision, except for remand, shall be a final determination.