

Imperial City Library Board of Trustees
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STAFF REPORT

Agenda Item No. E-3

To: Imperial Public Library Board

From: Director of Community Services, Ember Haller

Date: August 5, 2022

Subject: Behavior and Library Use Policy

Summary/Background:

The American Library Association states “to ensure the effective delivery of service and to provide full access to library resources, libraries should develop policies and procedures to address user behavior that may interfere with others’ use and enjoyment of the library”. The Association further states “Library governing bodies should approach the regulation of user behavior within the framework of the *Code of Ethics of the American Library Association*, the *Library Bill of Rights*, and federal, tribal, state, and local law, including the First and Fourteenth Amendments”.

Currently, the Imperial Public Library has a set library rules. In order to ensure effective delivery of service and provide full access to library resources, in addition to maintaining a safe and healthy environment, the development of policies and procedures is necessary.

Included in this report are as follows:

1. *Code of Ethics of the American Library Association*
2. American Library Association’s Intellectual Freedom Committee Guidelines
3. *Library Bill of Rights*
4. Current Imperial Public Library Rules
5. *Proposed Imperial Public Library Behavior and Library Use Policy

*To be reviewed by City Attorney upon Board recommendation

Recommendation:

Upon review of the American Library Association’s Intellectual Freedom Committee guidelines for the development of policies and procedures, it is recommended to the Board of Trustees to provide recommendation of taking to City Council the behavior and library use policy for adoption once reviewed by the City Attorney.

Code of Ethics of the American Library Association

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

"Professional Ethics", American Library Association, May 19, 2017.

<http://www.ala.org/tools/ethics> (Accessed August 5, 2022)

Document ID: 39f580a8-833d-5ad4-f900-53ecfe67eb1f

American Library Association's Intellectual Freedom Committee Guidelines

The American Library Association's Intellectual Freedom Committee recommends that publicly supported libraries use the following guidelines to develop policies and procedures governing the use of library facilities:

- Library policies and procedures governing the use of library facilities should be carefully examined to ensure that they embody the principles expressed in the Library Bill of Rights.
- Libraries are advised to rely upon existing legislation and law-enforcement mechanisms as the primary means of regulating behavior that involves public safety, criminal behavior, or other issues covered by existing federal, tribal, state, or local law.
- If the library's governing body chooses to write its own policies and procedures regarding user behavior or access to library facilities, services, and resources, the policies should cite statutes or ordinances upon which the authority to make those policies is based.
- Reasonable and narrowly tailored policies and procedures are acceptable when designed either to prohibit a person's interference with others' use of the library and its services or to prohibit activities inconsistent with the library's mission and objectives.
- Such policies and procedures should be reviewed frequently and updated as needed by the library's legal counsel for compliance with federal, tribal, state, and local law.
- Every effort should be made to respond to potentially difficult circumstances of user behavior in a timely, direct, and transparent fashion. Common sense, reason, and sensitivity should be used to resolve issues in a constructive and positive manner without escalation.
- Libraries should develop ongoing staff training programs based on their user behavior policy. Staff training should address the provision of service to people with disabilities, members of marginalized and traditionally underserved populations, and those experiencing poverty and homelessness, as well as the social, economic, and cultural diversity within communities. Training should also address the unique challenges that library workers face in working in tribal, urban, suburban, and rural communities.
- Libraries should attempt to balance competing interests and avoid favoring the majority at the expense of an individual's right to access or use library resources and services. Similarly, libraries should not allow any one person's choice or belief to supersede those of the majority of library users.
- Policies and regulations that impose restrictions on library access should

"Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage", American Library Association, October 1, 2007.

<http://www.ala.org/advocacy/intfreedom/guidelinesdevelopment> (Accessed August 5, 2022)

Document ID: 48b766e6-db35-70a4-5d5e-fdebc6f905b4

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

"Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed August 5, 2022)

Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

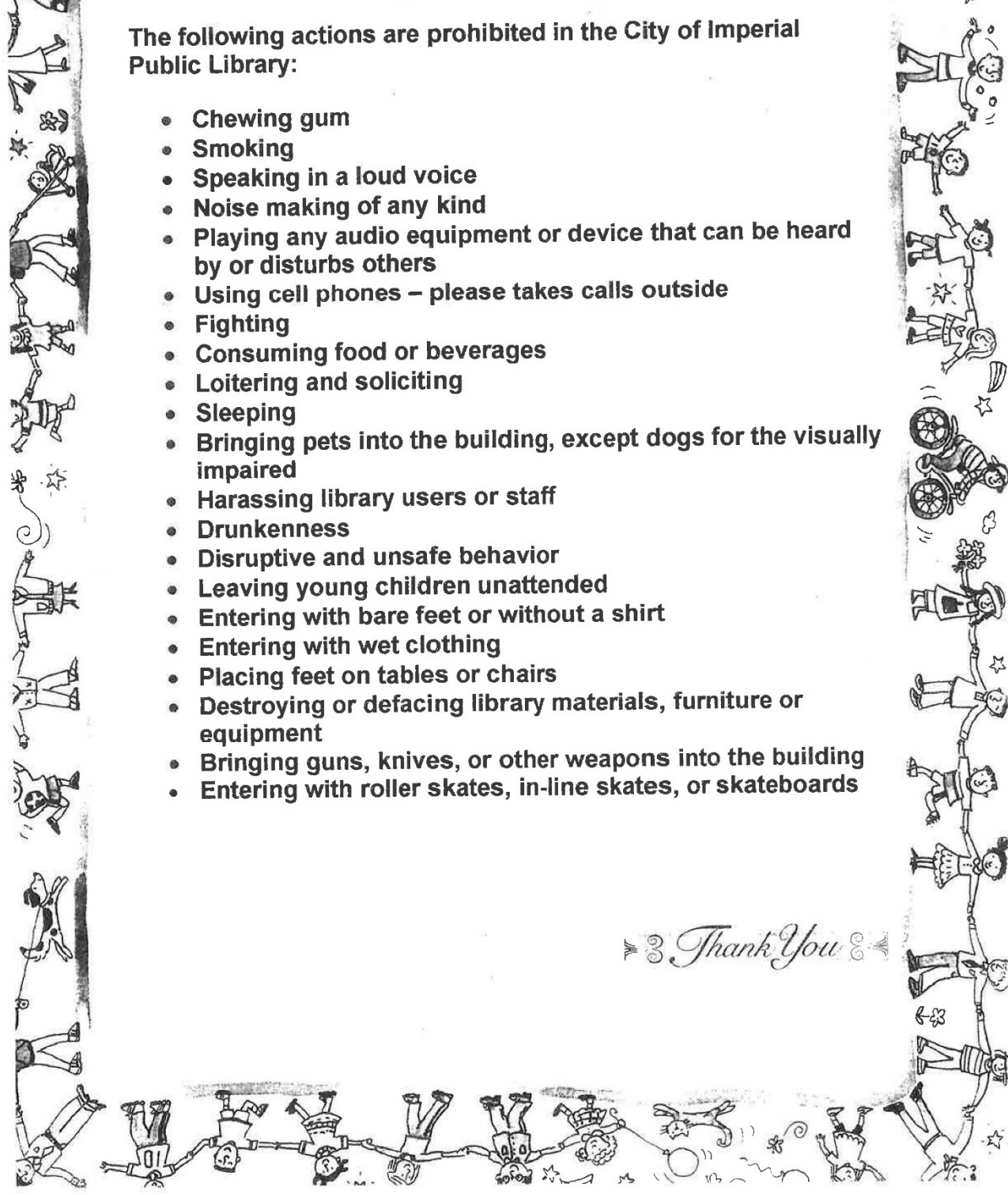


Library Rules

The following actions are prohibited in the City of Imperial Public Library:

- Chewing gum
- Smoking
- Speaking in a loud voice
- Noise making of any kind
- Playing any audio equipment or device that can be heard by or disturbs others
- Using cell phones – please takes calls outside
- Fighting
- Consuming food or beverages
- Loitering and soliciting
- Sleeping
- Bringing pets into the building, except dogs for the visually impaired
- Harassing library users or staff
- Drunkenness
- Disruptive and unsafe behavior
- Leaving young children unattended
- Entering with bare feet or without a shirt
- Entering with wet clothing
- Placing feet on tables or chairs
- Destroying or defacing library materials, furniture or equipment
- Bringing guns, knives, or other weapons into the building
- Entering with roller skates, in-line skates, or skateboards

Thank You



In order to allow library patrons and staff to use the library facilities to the fullest extent without disturbance or undue interference, and to provide a safe, welcoming and comfortable environment, the Imperial City Council has adopted the following rules and regulations.

The following actions are not allowed on library property:

1. Engaging in any activity prohibited by law.
2. Entering the library facility without garments covering the upper and lower torso of body or without shoes. Removal of these items while inside the library.
3. Interfering with another person's use of the library or the library staff's performance of their duties.
4. Creating unnecessary noise, including using electronic devices that disturbs others. Exception to this rule include approved library activities that may involve loud noises.
5. Monopolizing library space, furniture, electrical outlets or equipment to the exclusion of other patrons or staff.
6. Preventing free flow of pedestrian into and throughout the library.
7. Disturbing, offending, intimidating, annoying or harassing of others.
8. Entering the library with hygiene conditions, including but not limited to, clothing odor, insects or pests, or with unsanitary belongings.
9. Engaging in any disruptive or unsafe behavior.
10. Engaging in activities that result in damage to library property.
11. Defecating or urinating on library property, other than a toilet in a restroom.
12. Neglecting to provide proper supervision of children and dependent adults at all times.
13. Adults using areas designated for children or teens without being accompanied by a child or teen or without a need to use resources in those areas is prohibited.
14. Bringing any animal into library facilities is prohibited, except for service animals that are individually trained to do work or perform tasks for an individual with a disability in compliance with ADA (Americans Disability Act) regulations. Animals that are a part of a library program may be allowed in library facilities with the consent of library staff.
15. Smoking, vaping, sleeping, eating, or bringing open containers of food or drink in the library is not allowed. Water in resealable liquid containers are permitted.
16. Using restrooms for bathing, shampooing, shaving, doing laundry, or any activity not intended for public restroom use.
17. Possessing or consuming alcohol or illicit drugs, or exhibiting signs of being under the influence of alcohol or controlled substances.
18. Possession of weapons. Law enforcement officers are exempt to this prohibition.
19. Refusing to leave the library premises at closing time or trespassing at any time is prohibited.

Enforcement of Rules of Conduct

To preserve the peace and provide public access to library facilities, the library may suspend access to library privileges for persons who fail to follow the library's rules and regulations.

Appeals Process to be drafted