APPROPRIATE BEHAVIOR Policy

**THE ALEXANDRIAN PUBLIC LIBRARY ENCOURAGES THE FOLLOWING BEHAVIORS**

 Asking questions

 Browsing

 Card or board game playing

 Chatting quietly

 Daydreaming

 Critical thinking

 Gathering information

 Homework

 Participating in programs

 Surfing the internet

 Computer work/play, with your computers or with ours designated for public use

 Reading

 Research

 Writing

 Checking out books, CDs, audio books, videos/DVDs, magazines, etc

 Using digital resources

**INAPPROPRIATE BEHAVIOR FOR ALL AGES**

Most of our patrons are proud of their library, pleased to have a quiet place to study, enjoy up-to-date resources, and having a safe environment for all. They appreciate the courtesy of those around them. However, if someone makes it difficult for patrons to have access to a quiet study atmosphere or engages in deliberate mutilation of the collection, building, or furnishings, the library will implement the following procedures.

**For these behaviors:**

 Bringing pets into the library building (service animals are welcome)

* Tobacco use, imitation smoking or tobacco products, or e-cigarette usage anywhere on the library campus (library building and surrounding grounds)
* Excessive noise/shouting
* Running
* Sleeping
* Solicitation of any type
* Neglecting to wear shirt, shoes, and appropriate clothing (including children) while in the library building
* Trying to access public workstations when barred, underage or through false pretenses

Everyone will receive one warning. Upon the second notice, patrons will be asked to leave the library campus and will lose borrowing privileges and be unable to visit the library campus for a period of no less than 24 hours but no more than 3 days. After three such losses in one year, a person may be considered a habitual offender and may be barred from the library campus for up to six months.

**For these behaviors:**

* Removing library materials without check-out
* Looking at inappropriate material on the public workstations
* Using profane or offensive language, and/or verbally or physically abusing library staff or patrons
* Deliberately damaging library materials, building, or furnishings
* Injuring, fighting, harassing or intimidating another patron or staff member anywhere on the library campus
* Brandishing a weapon
* Being intoxicated
* Being in possession of illegal substances
* Any violation of federal, state or local laws
* Creating an unsafe environment anywhere on the library campus or toward another patron(s)

In the case of theft, patrons will be charged the replacement cost of the item regardless of whether the item can be repaired, plus a $2.00 processing fee. In addition, patrons may be barred from the library for up to six months.

For all other listed behaviors, patrons may be barred for a period of time spanning one week to six months, or may be permanently banned from using either the library workstations or from visiting the library campus altogether if found to be habitual offenders, grossly damaging (physical or financial) the library, viewing inappropriate material, or repeatedly creating an unsafe environment.

The amount of time a patron will be barred from APL depends on the severity of the offense and will be determined by the Director and/or Board of Trustees. In addition, permanent bans are at the discretion of the Director, in consultation with the Board of Trustees.

In the case of a patron being barred, all efforts will be made to notify the patron or the patron’s guardian via a verbal warning with a written letter, postal service, or with the assistance of the Mount Vernon Police Department.

**NOTE: The above procedures may be appealed to the Library Director.**