

Stewartville Public Library

Patron Conduct Policy

It is the mission of the Stewartville Public Library to create an environment where everyone who visits or works at the Library feels comfortable, welcome, invested and safe. Patrons of the Stewartville Public Library have the right to use library materials and services without being unduly disturbed or impeded by others. Both patrons and library staff have the right to a secure and pleasant environment. This policy is intended to address behavior in the library and on library property as well as while using public computers within the library.

1. **Sexual Harassment** Sexual harassment will not be tolerated. Patrons using language that is sexual or suggestive, engaging in inappropriate contact, or making lewd gestures, will be asked to leave.
2. **Patron Behavior.** Patrons exhibiting misconduct including aggressive or unwanted physical contact, using foul or threatening language or gestures that are abusive, intimidating, disrespectful, obscene, or racially charged will be asked to leave. Patrons creating a public nuisance such as fighting, running, excessive noisemaking, willfully annoying others, or persistent talking or laughing at an inappropriate volume may also be asked to leave
3. **No Smoking.** Smoking is prohibited in any enclosed, indoor area of the Library Building. Smoking outdoors may not be within 40 feet of the library entrance.
4. **Drug and Alcohol Free.** Consumption of alcoholic beverages or possession of open containers of alcoholic beverages is not permitted on library property. Patrons exhibiting evidence of drunkenness or drug use will be asked to leave.
5. **Shirt and Shoes.** Patrons shall not be permitted to enter the building without appropriate footwear or without a shirt or other appropriate covering of their bodies.
6. **Animals.** Only service animals, service animal trainees, and animals featured in programs sponsored by the library are permitted in the building.
7. **Computer Use.** Patrons are required to comply with the library's policies and procedures for computer use (see below) and the internet. Viewing of pornography on library equipment or personal devices is prohibited.
8. **Food.** Except near library computers, non-alcoholic beverages and light snacks that do not create an odor or mess are permitted in the library. Delivery of food items is not permitted.
9. **Cell Phones.** Use of cellular phones, pagers, or other electronic devices in a manner that disturbs others is prohibited.
10. **Unattended Minors.** Children under the age of 7 should be in sight of and supervised by a parent, guardian, or responsible caregiver at all times.
11. **Filming and Photography.** It is reasonable expect that photos may be taken at library programs and events for promotional purposes and on rare occasions, programs or meetings may be taped or live-streamed for broadcast. Those unwilling to be photographed or videotaped should alert staff. Recording or photographing library patrons or staff is prohibited without prior authorization of the Library Director and/or City Administrator. Those who find themselves being photographed or filmed and unwilling to be subject to such treatment should alert staff.

The staff is obligated to enforce these rules so that the facility can be used to the fullest by all persons. Individuals engaging in behavior which violates library policy will be asked to stop the behavior/or may be asked to leave. Repeating such behavior will result in revocation of library privileges from a period of one week to indefinitely. While the library values the data privacy of our patrons, that value is trumped by the health and wellness of our patrons. If library staff

Adopted:

Reviewed and Re-approved: every 5 years

Revised: at such time as changes are made and approved by the board

witness child abuse or domestic violence library staff may contact the appropriate authorities. Questions regarding the interpretation of these rules will be referred to the Library Director.

Your entrance to the library indicates that you are willing and able to act courteously toward your fellow citizens, treat public property with respect, and abide by all library rules.

Computer and Internet Use

Purpose

The Stewartville Public Library provides free use of computers and access to the Internet to all users, with the understanding that it is the individual user's responsibility to demonstrate judgment, respect for others, and appropriate conduct while using these resources. Internet use in the library means using the library's network to access the Internet either on library computers or through a wireless connection.

Computer and Internet Use

Users are not allowed to change the settings and configuration on the public computers and should log out of any accounts accessed.

Internet sessions are limited to 60 minutes per day. Users must end their session and leave the computer when asked to do so by the library staff.

No user may tamper with, hack or damage in any way the library's computers, filtering software, or any other software or device meant to protect the library's network and security systems. Doing so may result in the cancellation of library computer privileges and/or result in criminal prosecution. Users are financially responsible for any damage to the Library's equipment, hardware or software.

Public computers wipe away saved files and data once logged off. Patrons are responsible for saving their own work and files.

Children are allowed to access the Internet on library computers and also on their personal devices using the library's wireless Internet. Parents and guardians are responsible for monitoring Internet access for their children who are minors. Any additional restrictions placed on a child's access to the Internet on the library's network is the responsibility of the parent or legal guardian.

Users who incur charges for printing must pay for that usage before leaving the library unless making other arrangements with library staff.

Patrons are to use headphones when viewing material accompanied by sound and earbuds are available for purchase for a small fee. Anyone playing movies, videos, music, or anything else that makes noise on library-owned computers or personal devices may be asked to use headphones or turn the sound off. Failure to do so may result in being asked to leave the library.

If someone is found to have used the library's Internet connection to harass, bully, or stalk others with messages, prints, images, or software, that person may lose their Internet and/or other library privileges.

Library computers may not be used to view sexually explicit material, illegal drug-related, hate group related, or violent materials. In compliance with Minnesota and Federal obscenity laws, the library does filter Internet access on Library-

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owned computers and the wireless points using a personal device. Filtering software works to block access to information and materials that contain child pornography or materials considered to be obscene or potentially harmful to minors. The library cannot guarantee that such software will block all material under these categories; likewise, some information and websites that do not fall under these categories may inadvertently be blocked.

To preserve their own safety, users should avoid disclosing personal information over the Internet.

Users handling financial transactions or other activities that require confidentiality do so at their own risk. The Internet is not a private environment and security of electronic communication cannot be guaranteed.

The Stewartville Public Library does not monitor or control the content of the material accessed through the Internet and cannot be held responsible the information users choose to access. Users are responsible for verifying the validity of information they find. The library employs antivirus software, but it cannot warrant that its website, server, or any other website accessed by Internet users is free of viruses or other harmful components.

Users will obey copyright laws and licensing agreements. See copyright usage statement next to the computer.

By mutual agreement, two persons may share one Internet session as long as their behavior or conversations does not disturb other users or Library Staff.

The Library Staff is authorized to take prompt and appropriate actions to enforce the Library's Internet Rules. Any user who will not comply with the above written rules may be prohibited from using the Internet.

These rules appear on the screen of every public computer and must be accepted before any session on a Stewartville Public Library Computer may begin.

To ensure that the library's computer and Internet use policy remains current and relevant this policy is to be reviewed every five years.

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