

Customer Rules and Regulations

Policy #1

Policy Objective: All persons have free and equal access to the Matilda J. Gibson Memorial Library, its facilities and services during its regular business hours. This policy is to affirm the rights of all people to free and equal access to information and use of the library without discrimination, intimidation, threat of harm, or invasion of privacy. This policy has a threefold purpose: to protect the rights and safety of library customers and volunteers, to protect the rights and safety of staff members and to preserve the library's materials facilities, property and grounds.

We expect our patrons and customers to:

- Act legally and ethically by demonstrating respect to library staff and fellow users.
- Use library cards appropriately.
- Use all collections, equipment, facilities and furniture on the premises for their intended purposes.
- Dress appropriately including always wearing shirt and shoes.
- Share library equipment and furniture so that no one person monopolizes library property or prevents others from using these resources.
- Cooperate with staff and allow belongings to be searched in order to prevent unauthorized remove of library materials and equipment. In accordance with Iowa State Code: It is unlawful to removal of library materials or hide library materials with the intent to remove such materials, without properly checking them out. Reference: Iowa Code: [714.5](#) and [808.12](#).

Library patrons and customers may not:

- Smoke and use tobacco products at or on Library property. Tobacco use is always prohibited, and product examples include but are not limited to cigarettes, electronic cigarettes, electronic smoking devices (ESD), cigars, chewing tobacco, snuff, pipes, snus, etc. This includes any emerging tobacco product or simulated smoking device, and all nicotine products not regulated or approved by the Food and Drug Administration (FDA). The distribution or sale of all tobacco products is also prohibited and includes the library building, grounds, parking lot and contiguous sidewalks. **Library staff are held to the same policy while on library premises and in company cars and may face disciplinary action if they are found to violate the library's smoke free policy.** This complies with the Iowa Smoke free Air Act in Iowa Code. <https://smokefreeair.idph.state.ia.us/>
- Interfere with another person's enjoyment of Library services and facilities.
- Bring animals to the Library except for service animals necessary for those with disabilities.
- Use bathrooms for unreasonable or untended purposes including bathing and laundering.
- Deposit litter anywhere other than in garbage receptacles provided.
- Engage in sexual activity of any kind or cause sexual harassment or indecent exposure.
- Consume, possess or be under the influence of illicit or intoxicating substances on library property.
- Harass, intimidate or discriminate against any member of the library staff or any customer.
- View sexually explicit images on the Internet or violate the Library's Internet Access Policy.
- Use skateboards, inline skates, roller skates or shoes with wheels in the library or on outside steps, ramps and/or railings.

Enforcement:

Inappropriate behavior as outlined above or the commission of any crime on Library property will have consequences. Customers may be asked to leave the library premises immediately. In addition, a customer may be barred from library premises temporarily or permanently depending on the severity of the offense. To enforce these policies, library staff are authorized to call for police assistance, or take measures reasonably appropriate and necessary.

Adopted: May 3, 2021 (This policy supersedes previous versions dated before May 2021).

Revised: 2/1/98, 2/7/2000, 2/5/01, 3/4/02, 4/4/05, 8/4/08, 6/6/11, 9/2/14, 4/4/16, 11/4/19