

The Ad-hoc Public Services Committee and the Children's Services Committee both met, on March 6 and 7 respectively, to discuss recommendations from Foster Swift to our Code of Conduct Policy and Registration Policy. Drafts are presented below:

Current Code of Conduct Policy: https://www.BranchDistrictLibrary.org/code_of_conduct_policy

Code of Conduct Policy – Draft 3/7/2016

The purpose of this Code of Conduct is to allow all patrons of the Branch District Library to use its facilities to the fullest extent during regularly scheduled hours, to protect the rights of others to conduct Library business without interference, and to preserve Library materials and facilities.

On the premises of the Branch District Library, the violation of any federal or state law or local ordinance will also be regarded as a violation of the Code of Conduct.

1. Patrons shall engage in activities associated with the use of the public library. Patrons not reading, studying, or using library materials and/or equipment may be required to leave the building.
2. Shirts and shoes are required to enter the library premises.
3. Patron behavior becomes unacceptable when it infringes on the rights of others, or when it interferes with library employees' performance of their duties. Unacceptable behaviors include, but are not limited to, any form of harassment that could result in physical, emotional, or mental injury to oneself or others.
4. Patrons carrying telephones, or other electronic devices, are expected to turn ringers off, or turn them down to their lowest level while in the library. Phone calls or other noisy electronic communication must be made in designated areas in the Library.
5. Personal possessions should not take up space needed by other library patrons or interfere with the normal operation of the library. The library is not responsible for unattended personal belongings.
6. Patrons may not consume food or beverages with the exception of water in a reclosable container or as part of an approved special event or meeting. Smoking, use of tobacco products, and use of any kind of electronic cigarette, are all prohibited.
7. Patrons shall not deface or mar library materials, nor shall they deface, mar or in any way destroy or damage library furnishings, structure, equipment or other library property.
8. The use of any wheeled recreation device is prohibited in the Library.
9. Patrons shall not violate the provisions of the library's "[Internet Acceptable Use Policy](#)", including exceeding computer access time limitations or disregarding requests by library staff to terminate computer use.
10. Patrons may not bring pets or animals into the library, other than service animals.
11. Any materials removed from the library must be checked out on a valid library card.
12. Members of the Branch District Library staff and Board are concerned for the safety of juveniles. However, they cannot act as babysitters nor keep watch over juveniles. Juveniles, either accompanied by an adult or left unattended, are the responsibility of their parents or legal guardians who are liable for

their juvenile's behavior in the library, for damage to materials, equipment, and furnishings, and for injury to themselves and others.

- a. Juveniles should be at the library only with the knowledge of a parent or legal guardian and shall be engaged in activities associated with the use of the Library.
- b. Parents or guardians must pick up their juveniles promptly so that they are not forced to wait for lengthy periods in the Library. Members of the staff are instructed to contact the police before leaving when unattended juveniles are left at the Library at closing time. Staff will wait until police arrive.
- c. Library staff will contact parents if a juvenile's behavior presents problems or if the Code of Conduct Policy is not followed.

Anyone not abiding by these or other rules and regulations of the library may be asked to leave the Library premises and may forfeit their library privileges. Library employees may call the local police if necessary.

Any person denied library privileges may appeal that decision to the Library Board either by contacting the Director or by submitting a written request for review to the Board.

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Current Patron Registration Policy: https://www.BranchDistrictLibrary.org/patron_registration_policy
Draft: Renamed to Library Card Policy

Policy

Branch District Library provides on-site services at all of its branches to any member of the public. However, only people who have applied for and been granted a Branch District Library card may borrow library materials and use certain library-provided online resources. This policy describes the different types of library cards available and the requirements for each.

Definitions

- “Adult” means people age 18 or older
- “Minor” means people under age 18
- “Service Area” means Branch County or the geographic jurisdiction of any other governmental jurisdiction that contracts with Branch District Library for library services.

Types of Branch District Library Cards

1. Resident cards
2. Non-resident cards

Resident Card Requirements

- Available to adult and minor residents of the service area.
- Available to adult owners of businesses within the service area.
- Available to students attending schools within the service area.
- Resident cards are free

Non-resident Card Requirements

- Available to adults and minors who live outside the service area.
- Available to adult owners of businesses outside the service area
- Annual non-resident cards cost \$40 per year.
- Temporary non-resident cards are available for \$10 for 3 months.

Identification Requirements

All applicants for library cards must present proof of identity and residence. Other proofs are required as noted below for minors. Acceptable proofs include the following:

- Driver’s license or state personal identification card
- Voter registration card

- Property assessment in the applicant's name for an address in the service area
- Utility bill in the applicant's name for an address in the service area
- Current lease, mortgage papers or rent receipts that are officially printed and which show the applicant's name for an address in the service area
- Students not living within the service area should present official student identification from a school within the service area
- Minors must be accompanied by a parent or legal guardian unless they are:
 - Married, in which case, they must present their marriage license or certificate; or
 - Emancipated, in which case, they must present their emancipation papers.
- Parents/legal guardians registering a minor must present the minor's birth certificate, school registration, or other official document proving guardianship

Exception

People who object to applying for, or using, a library card due to religious reasons may still have full library privileges if they provide their reason for objection. The Branch District Library will maintain a record of their name, address and phone number in the Library's computer system.

Replacement Cards

There is no charge for replacement library cards, although applicants may be subject to the same requirements noted above.

Checkout Limits

New cardholders will be allowed to checkout one physical item. After that item is returned, full checkout privileges of up to 30 printed materials and up to 5 audio-visual materials will be in effect.