

## **Manhattan Community School Library**

### **Disruptive Behavior Policy**

Adopted: 12/10/12

Disruptive patrons will be required to leave the building after one warning from library staff. Disruptive behavior includes, but is not limited to: noisy, boisterous actions; inappropriate behavior, including smoking in or near the premises, eating or drinking beverages other than water, running or loud talking, cell phone use, or other; misuse or damage of Library or school district property; uncooperative attitude; or actions that deliberately annoy others or prevent the legitimate use of the library and its resources. Electronic devices should not be audible to other patrons. Abusive language and behavior toward staff will not be tolerated. If necessary, law enforcement officers will be called to remove a patron from the building.

### **Disruptive Patron Procedure**

Patrons who are habitually disruptive, minors or adults, will not be welcome back to the library after they have been asked to leave the library on three occasions. Patrons may petition the Manhattan Community Library Board in writing for reinstatement of library privileges. After receipt of the appeal, the Board will schedule a hearing with the petitioner at the next regular meeting of the board. If the petitioner is a minor, a parent or legal guardian will be required to attend the hearing. A decision of the board will be forwarded to the petitioner, in writing, within ten days of the hearing.

In the case of a high school student who is disruptive during public library hours, further disciplinary action by the high school principal may apply.

Any damage done to school property by library patrons will be dealt with through the Manhattan Public School District administration.

### **Policy on Children in the Library**

The Manhattan Community Library is committed to serving the special needs of children. We commit a great deal of resources to providing materials and services for children of all ages. We encourage use of the library by children and hope that it is a place where they feel welcome. Parents and/or legal guardians are responsible for their children while they are in the library. The library asks that a parent or other responsible caregiver remain in the library with children under the age of eight (8) and during library programs. If a child is left unattended, the Library's Unattended Dependent Persons Policy will be brought into effect.

### **Unattended Dependent Persons Policy**

The Manhattan Community Library encourages use of the library by all patrons. However, it is not the responsibility of the library to serve as babysitters, teachers or disciplinarians for minors unaccompanied by an adult or as supervisors for those patrons who may be incapacitated due to physical and/or mental disabilities. Library staff will attempt to identify and contact a legal guardian for any minor or disabled patron if the welfare of such an unattended person appears to be threatened or if the behavior of that patron warrants removal from the Library premises. In the event that a guardian cannot be identified and/or contacted, the Library will notify the Manhattan Police Department or the Gallatin County Sheriff's Office.

## **Unattended Dependent Persons Procedure**

1. When an unattended patron is identified, Library staff will make every reasonable effort to locate a guardian or caregiver.
2. If a guardian or caregiver cannot be located and/or the Library is closing, staff will call the police or sheriff. If the unattended patron is under 12-years old or unable to wait by themselves due to a disabling condition, Library staff will stay with the unattended patron until an officer arrives.
3. Library staff will not take an unattended patron home.