

**BERTHA BARTLETT PUBLIC LIBRARY**  
**Story City, Iowa**  
**PATRON POLICY**

I. Decorum of Library Patron

It is expected that the library patrons will behave with respect and courtesy to the library staff and other patrons, and that they will observe policies and rules at all times. The staff member in charge will first warn the unruly or disruptive patron and then ask him/her to leave if the disruption continues. The patron who continues his/her disruptive behavior over a period of time may be denied some or all library privileges at the discretion of the librarian. Under these circumstances the librarian will notify the Library Board and a parent if the patron is a minor.

Known sexual predators will be monitored. If staff or patrons complain of inappropriate or offensive behavior a warning will be issued. A second episode will be reported to police.

II. The Unattended Child.

The library does not provide a babysitting service. Preschool children are expected to be accompanied and supervised by a responsible person. Older, unattended children who are disruptive will be dealt with according to the library's stated policy. Toddlers and infants must have an adult caregiver with them at all times. Pre-school children must have a parent or care-giver present in the building. Children under the age of 8 should not be using the public access internet computers without adult supervision. (These can be enforced at the librarians' discretion).

III. No smoking in the library or on library grounds (courtyard, sidewalk).

IV. No pets allowed in the library. An exception will be made for animals that aid the handicapped. Other exceptions may be made at the librarians' discretion.

V. Appeal.

A patron who acts inappropriately, including improper use of the internet, in the library, will receive 2 warnings, upon the third offense the patron will be refused library privileges for a period of time deemed appropriate for the situation.

A patron who feels he/she has been unfairly suspended may file an appeal in writing with the board of trustees, provided they have been received seven days prior to the meeting.

Approved: March 27, 1989

Revised 9/98

Reviewed: 5/2001, 1/2003

Revised : 1/08, 5/10

Reviewed 5/14, 7/18