

Maricopa Library & Cultural Center

Appropriate Behavior Policy

Purpose

The Maricopa Library & Cultural Center (MLCC) has regulations that serve to ensure the safety of all library staff and patrons, protect the usefulness of the materials collection, and maintain order in the library and cultural center.

The City of Maricopa is committed to providing an atmosphere where people of all ages come to read, browse, do research, study or connect with the community.

Scope

This policy covers the City of Maricopa's Library and Cultural Center located at 18160 N. Maya Angelou Dr.

Policy

The Maricopa Library & Cultural Center welcomes every member of the community to use and enjoy MLCC's facilities, collections, programs and services. Because the library and cultural center is a public place it is designed to serve people of all ages with a wide range of interests. This policy defines expectations for behavior.

MLCC provides a safe, comfortable environment conducive to the use of library materials and facilities. Patrons are expected to observe the rights of other library and cultural center users and staff members and to use the facility for its intended purpose. Misconduct will not be allowed in the library and cultural center and may be subject to follow-up by law enforcement, if necessary.

Library staff members are responsible for identifying incidents of misconduct and for policy enforcement. Patrons who observe misconduct should avoid confrontation and immediately notify library staff.

Definition of Misconduct

Misconduct is behavior that is illegal or that:

- Interferes with the rights of individuals to use facility materials, services and premises.
- Interferes with the ability of MLCC staff to conduct library and cultural center business, or
- Threatens the safe and comfortable environment of the library and cultural center or the safety of those using the library and cultural center.

Misconduct may include, but is not limited to the following:

- Violation of any City of Maricopa policy or any municipal, state, or federal law or code.
- Possession, use, or threat of use of dangerous weapons, including all firearms.
- Refusing to comply with the directive of a MLCC staff member.
- Willfully annoying, harassing, or threatening another person, including staff.
- Unwanted or inappropriate touching of another person, including staff.
- Any behavior that endangers or could endanger the safety or health of others.
- Behaving in a disorderly, loud, or boisterous manner.
- Using tobacco products, alcohol or drugs on the premises.
- Violating indecent exposure laws.
- Using abusive or profane language.
- Theft, vandalism, or the deliberate destruction of library and cultural center materials, property, or the personal property of library users or staff.
- Maliciously accessing, damaging, or destroying computers or peripheral equipment, or altering, deleting, damaging, or destroying the computer system, computer network, computer programs or data.
- Using personal electronic audio devices at a volume disruptive to others.
- Using cell phones at a volume disruptive to others.

Exclusion Policy

Enforcement of these rules may take the form of any of the following actions, depending upon the severity of the misconduct as determined by the staff on duty:

- Persons who engage in misconduct will be given one warning and asked to behave in an appropriate manner. Patrons who do not modify their behavior after one warning may be asked to leave the library.

- Persons who engage in misconduct that in the judgment of a staff member is extreme will be ordered to leave the building immediately.
- If necessary, the senior staff member on duty may call the police. Patrons who engage in repeated or egregious misconduct may receive a written notice from the Community Enrichment Administration. Any additional action, including being banned from the library for a period of one week to one year, will be determined as necessary by the Community Enrichment Director.
- The Library Manager or the Supervising Librarian or his/her designee on duty is authorized to sign a no trespass order provided by a police officer for a time period up to thirty (30) days.

It is a charge of the library staff to see that the rights of individuals to use MLCC are upheld. The staff is obligated to enforce these guidelines so that the facility can be used to the fullest and best use by all persons. Any person who is asked to leave MLCC as a result of the violation of these guidelines and refuses to do so shall be considered to be trespassing and may be subject to permanent exclusion from MLCC.

Questions regarding the interpretation of these guidelines will be referred to the Library Manager or the Supervising Librarian or other staff member in charge.

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