

<b>Policy Section</b>	<b>4.00</b>
<b>Number</b>	<b>4.04</b>
<i>Effective</i>	<b>10-06-2011</b>
<i>Revised</i>	<b>07-01-2021</b>

## Security and Security Systems

The Board expects Library patrons to respect the Library, its staff, its furnishings, equipment, and grounds, the collection, and other Library patrons. Patrons who do not act in a manner consistent with the Board's expectations may be asked to leave the Library.

The Board and Director will establish rules of conduct. The appeal of any suspension of Library privileges resulting from failure to abide by those rules is covered in Policy Section 1.00, Number 1.03 Public Input and Complaints.

### Security System Video Surveillance

The Board of Trustees authorizes the use of closed-circuit videotaping equipment (Video Surveillance) on city property to ensure the health, safety, and welfare of staff and all visitors to the Library, as well as safeguard City facilities, equipment, and property. Because the Mountain Home Public Library respects the privacy of all coming and going from the facility, the following guidelines will ensure that such cameras are used sensibly.

Security camera use in the building and on the grounds of the library is considered appropriate when it enhances:

- The protection of individuals, equipment, and facilities
- The monitoring of public areas
- The protection/monitoring of building entrances, exits, and seating areas
- The investigation of criminal activity

All recordings and monitoring of activities of individuals or groups will be conducted in a manner consistent with existing library policies, be based on the protection of individuals, equipment, and facilities, and will not be based on the subject's personal characteristics, including race, gender, ethnicity, sexual orientation, disability, or other protected classifications.

Review of any video recording is restricted to the Director or designees when there is a legitimate safety, security, or policy concern. Video surveillance may also be used for investigations of criminal activity by appropriate law enforcement agencies and may be used by the Library to investigate violations of Board policy subject to the same restrictions outlined in Policy Section 4.00, Number 4.07 Privacy and Confidentiality. Audio shall not be a part of video recordings. Patrons or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

## Rules of Conduct

The purpose of the Mountain Home Public Library's Rules of Conduct is to maintain a safe and pleasant environment for all Library patrons and staff. Library patrons unwilling to modify unacceptable behavior (as outlined below) will be asked to leave the premises. Illegal, disruptive or other inappropriate conduct that interferes with the operation or enjoyment of the library by staff or patrons is prohibited. Such conduct includes, but is not limited to, the following:

1. Possessing a deadly or dangerous weapon within the library building and/or library grounds. For purposes of this rule, a "deadly or dangerous weapon" may include a bladed instrument, explosive device, or other item held for the purpose of endangering or inflicting bodily harm on a person with the exception of a lawfully possessed firearm or pocketknife with a blade of four inches or less.
2. Theft, destruction or injury to library equipment or property; or, using library equipment in a manner other than intended by the manufacturer.
3. Bringing a pet or other animal into the Library, other than an assistance dog, assistance dog in training, service dog or service miniature horse as defined by state and federal law. Patrons will be asked to remove their service or assistance animal from the Library if the animal:
  - a. Poses a direct threat to the safety of others
  - b. Is out of control and effective action is not taken to control it
  - c. Is not housebroken, or
  - d. Interferes with the Library's fundamental purpose, e.g., continuous barking
4. Using cellular telephones, radios or other sound-producing devices in a disruptive manner.
5. Selling items on Library premises except for sales that have been pre-authorized by the Library Director and are being conducted for the benefit of the Library or of performers retained by the Library.
6. Distributing written materials ("leafleting"), petitioning for signatures, conducting surveys, or soliciting inside the Library building. Leafleting, petitioning, or soliciting immediate monetary donations on Library outdoor premises in a manner that blocks driveways, parking areas or building access points.
7. Loitering, sleeping, or following staff members or other patrons around the premises with the intent to annoy. No trespassing.
8. No sleeping inside or outside the library premises.
9. No overnight camping/parking on the property.
10. Willingly disregarding any visible signs posted inside or outside the library premises.
11. Impeding the free movement of persons into or out of the Library and/or obstructing traffic on Library grounds by blocking sidewalks, patio entryways, service entrances, designated short-term or staff parking spaces, driveways, or parking lots.



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12. Consuming food, meals, and/or beverages, or snacks in any area other than the Commons, on the library patio, or in the conference room. All beverages must be in a closed or lidded container. Food, meals, and/or beverages of any type are not allowed in any area with a computer.
13. Use of tobacco products or vaping devices such as e-cigarettes or e-cigars in the Library or on Library grounds. Being under the influence, consuming, possessing, or selling alcoholic beverages; or any controlled substance is prohibited.
14. Entering or remaining within the Library barefoot or without being fully clothed.
15. Using roller blades, skateboards, bicycles, scooters, wheeled shoes or any other wheeled recreational devices on Library grounds or in the building.
16. Leaving a bicycle unattended anywhere on the library premises other than at an approved bike rack. Motorized conveyances such as e-scooters and e-bikes should not be brought into the library. This includes segways, hoverboards, and self-balancing scooters. They must be parked or secured outside the library and should not impede pedestrian traffic.
17. Using restrooms for other than intended purposes such as bathing and changing clothes.
18. Bringing large bundles, packages, or personal property into the building which cannot be stored under a study chair. The Library is not responsible for personal belongings left unattended anywhere on the premises. If the security gate is triggered, library staff will require that bags, bundles, etc., be opened by the owner for examination.
19. Use of study, reading only, and quiet zones for other than posted and designated purposes. Staff will enforce appropriate use of those areas as required by moving users into the Commons area of the Library.
20. The Mountain Home Public Library is not intended as a day care facility nor can it provide day-to-day operational space for individual educational providers, entities designed to meet specific curricular or instructional, personal growth, and/or group support functions. Children under the age of 10, or who have emotional or social difficulty, must be attended by a parent or other responsible care-giver, aged 13 and older, at all times while in the Library. Any child not able to travel alone must be picked up prior to closing. If it is determined that a child is lost or left unattended, every reasonable attempt will be made to identify and contact the guardians or responsible adult. If an unattended child remains at the library after closing time, the proper authorities may be notified. Library staff will remain with the child until a police officer arrives.
21. Parents are responsible for the behavior of their children in the Library at all times.
22. Engaging in any criminal activity.
23. Engaging in any other behavior disturbing or disruptive to staff or patrons.

Library staff may take action to correct violations of this policy which, depending upon the circumstances, may include asking a patron to conform his or her conduct to the requirements of this policy, suspending a patron’s privilege to use the Library, and/or involving law enforcement. Police will be called when conduct is illegal, when a threat is posed to the library or individuals, or when an individual refuses to follow Library policies or refuses to leave the Library when requested to do so. Further, a patron may be held financially responsible for theft of, destruction, or injury to Library property caused by the patron or by a service or assistance animal accompanying the patron.



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## Conduct Appeal Process

Patrons who have their Library use privileges revoked or suspended may appeal in writing to the Director to have privileges restored. The suspension of the privilege to use the Library will remain in effect throughout this appeal process.

- The appeal must be submitted to the Director within 15 days from the date of revocation, or, for suspension periods consisting of less than 15 days, any time prior to the expiration of the suspension period.
- The Director, or designee, shall review an appeal made within the allotted time frame and provide the patron with a written decision within 10 business days of receipt of the appeal.
- The patron may appeal the Director's decision to the Board in writing within 20 days of the date of said decision.
- The Board shall review the appeal and the Director's written decision, along with any other relevant documentation or staff information, and will deliberate on the matter. If deliberation is not met with a consensus of the Board, the Board may require all involved in the matter to appear before them at their next regularly scheduled meeting.
- The written decision of the Board shall be provided to the patron and the Director within 45 days of the appeal to the Board or, in the event further discussion and deliberation was required, within 45 days following the regularly scheduled meeting which had including the matter as an agenda item.