

## **BANNING AND APPEALS PROCESS**

Library staff members may ask a patron to leave the premises with or without prior warning, depending upon the seriousness of the violation of these guidelines for behavior. The length of the eviction shall depend upon the nature and seriousness of the offense that required removal, the extent of damage or disruption caused, any history of prior infractions of library policies, and other relevant circumstances.

When possible, any patron who has been evicted and/or prohibited from returning to the library shall be provided with written notification indicating the reasons for the ban, the time period of the ban, and the appeals process. When a minor has been banned for 30 days or more, the Library Director may attempt to contact the child's parent or legal guardian by telephone and/or send a certified letter to the child's parent/guardian. Any patron whose library privileges have been suspended has the right to appeal the decision to the Library Director.

A patron may appeal in writing to the Library Director or in person after scheduling an appointment with the Director. The Director may shorten, modify, or terminate the banning period if the information submitted by the individual warrants such modification. The Director will respond in writing and notify the individual of the appeals process. Until such time as the determination has been reviewed and/or modified by the Director or reversed on appeal by the Lamar Public Library Board, a banned individual may not enter or remain on library premises.

The Director's written determination may be appealed to the Lamar Public Library Board, if the aggrieved individual files a written notice of appeal within 10 days after he receives the Director's determination.

Such notice shall be filed with both the Library Director and the Library Board President, c/o Lamar Public Library, 102 E Parmenter, Lamar CO 81052.

The Board shall hold a hearing within 30 days after the patron's notice has been filed. The appellant shall be notified at least 10 days before the hearing. Failure to appear on the assigned day of the hearing without prior notification to the Library Board President will result in the denial of the appeal.

The President of the Lamar Public Library Board shall conduct the hearing. At the hearing, the appellant may be represented by counsel, may present evidence, and may call and examine witnesses and cross-examine witnesses of the other party.

Within 30 days of the completion of the hearing, the Board shall issue a written decision stating the reasons therefore. The Board shall have the power to affirm or reverse the written determination or to remand it to the Library Director with instructions for reconsideration. The decision, except for remand, shall be a final determination for the purposes of judicial review.

## **NONCOMPLIANCE WITH EVICTION OR BAN**

Any person who is asked to leave the library 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 the library and/or arrest. Any person who enters or remains on library premises during the period in which they have been banned from the library will also be subject to arrest and prosecution for trespassing.

*Approved by the Lamar Library Board and Lamar City Council  
April 2007.*

Creating a safe place for all

# Patron Behavior Policy

102 E. Parmenter  
Lamar, CO 81052  
Tel: (719) 336-4632

Lamar Public  
Library

Empowering Minds For Over a Century

## POLICY STATEMENT

It is the purpose of the Lamar Public Library to provide materials and services to the public in an environment that is safe, pleasant, and conducive to comfortable library use.

The purpose of the library's guidelines for behavior as described in this policy are to protect the rights and safety of library patrons; to protect the rights and safety of staff members; and to preserve and protect library materials, facilities, and property. These guidelines shall apply to all buildings, interior and exterior, and all grounds controlled and operated by the Lamar Public Library and to all persons entering in or on the premises.

## GUIDELINES FOR BEHAVIOR

The Lamar Public Library Board has adopted the following guidelines for behavior. Library staff members have been authorized to enforce these regulations. The staff may require a patron to leave the library premises and may call the police for noncompliance with these guidelines for behavior.

### ***The following actions are not permitted in the library.***

1. Eating and drinking, unless part of a program or reception. Liquids are permitted if covered except by the public computers, eating is permitted only at the coffee bar area or the outside patio.

2. Smoking and the use of tobacco products in the library or within fifteen feet of the public main entrances.
3. Loud talking, the creation of other loud noises, excessive or disruptive conversations, cellular telephone use that is disruptive to library patrons or staff, and the use of musical devices with loud volume.
4. Disorderly conduct or disruptive behavior that interferes with the normal operation of the library or that disturbs patrons or staff.
5. Sitting on tables or putting feet on furniture.
6. Sleeping.
7. Failing to wear shirts and shoes or other footwear.
8. Exhibiting extremely poor personal hygiene, obnoxious body odor, or overpowering perfume or cologne that is disturbing to others.
9. Bathing, washing hair, shaving, and washing clothes in library or public restrooms.
10. **The Lamar Police Department will be immediately notified if there is a violation of any federal, state, or local laws** including:  
**Physical, verbal, or sexual harassment of patrons or staff.** Harassing behavior is defined as deliberate and/or repeated behavior that is not welcome and creates a hostile environment. Some examples of harassment include spitting, constantly staring at or following another person, or using offensive, vulgar, or abusive language or gestures.

A. All threats of violence (whether an imminent threat or a threat of future violence) and/or endangering behavior to library staff, patrons, or others are **prohibited. Any threats, behavior or acts which may appear to be a danger to life or safety to oneself or others are also prohibited.** These include assault, fighting, or other **acts of violence** or the threat or attempt to commit such crimes.

B. Displaying guns, stun guns, knives, explosive devices, dangerous substances or materials, or other weapons.

- C. Thievery or vandalism.
- D. Soliciting, panhandling, proselytizing, and gambling.
- E. Possessing alcohol, illegal drugs, or drug paraphernalia or appearing to be intoxicated or under the influence of illegal drugs.
- F. Exhibitionism (indecent exposure), voyeurism (peeping), and crimes of obscenity as defined under Colorado Law.
- G. Remaining in the library after closing time.
11. Excessive displays of affection including any physical contact deemed inappropriate for a public place.
12. Operating roller skates, in-line skates, skateboards, scooters, or other similar devices on walkways.
13. Bringing bicycles into the library or parking bicycles in a manner that interferes with the free passage of others.
14. Refusing to comply with the reasonable requests of library staff.
15. Refusing to return to the circulation desk when the library security gates sound an alarm.
16. Polling, photography or filming on library premises without prior permission from the library administration.
17. Bringing animals into the library except animals trained to assist individuals with disabilities and animals allowed at a library-approved event or program
18. Lamar city ordinance states that children under the age of 7 must be accompanied by an adult or a responsible caregiver, age 12 or over. Library staff may restrict adult use of the children's or young adult areas within the Library.

***Violation of the above rules of behavior may result in eviction from the library and temporary or permanent suspension of library privileges.***