

## Behavior

**Waverly Public Library**  
**1500 W. Bremer Ave.**  
**Waverly, IA 50677**  
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### Waverly Public Library Behavior Policy

The Board of Trustees of the Waverly Public Library recognizes that the library is designed for the use of all members of the public in seeking effective access to information and ideas. Patrons are expected to observe the rights of other people and to use the library for its intended purpose.

The Library Director and other staff members to whom the Director delegates the authority (and whom are on duty at the time) shall have the responsibility for enforcing the Behavior Policy and determining when behavior in the Library is inappropriate.

The following are prohibited in the library:

1. Any behavior that endangers the safety or health of any person.
2. Violation of any local, state, tribal, or federal law as it pertains to the public library.
  - a. Tobacco, nicotine, and electronic smoking devices in the library or on library grounds ([www.iowaSmokefreeAir.gov](http://www.iowaSmokefreeAir.gov))
  - b. Vandalism or deliberate destruction of library materials, equipment, facility, furniture, grounds, etc.
  - c. Theft of library materials or the personal property of other persons.
  - d. Internet access to sites prohibited by law.
  - e. Consumption or possession of alcoholic beverages, or use or possession of controlled substances on library grounds, or being under the influence of alcohol or controlled substances.
3. Deliberate disruption of library procedure.
4. Abusive language.
5. Behavior or conversation that is disorderly, loud, or boisterous.
6. Behavior that is willfully annoying, harassing, or threatening to another person.
7. Deliberate use of library facilities for inappropriate purposes, such as bathing or sexual activity.
8. Use of the library site or parking lot for inappropriate purposes, such as rollerblading, skateboarding, loitering, etc.
9. Inappropriate dress such as bare feet, no shirt, roller blades, etc.
10. Possession of any dangerous weapon, or other weapon prohibited by City Ordinance or State Statutes. Facsimiles are also prohibited, with exceptions including Nerf or water toys used in Library programming.
11. An animal, other than a service animal, which is an animal individually trained to do specific work or perform tasks for the benefit of a person with a disability. Service animals in training are considered service animals. Exceptions to this policy include animals used in Library programming. (See procedure below.)
12. Remaining in the Library without authorization after regular closing hours.
13. Solicitation of funds or panhandling.
14. Campaigning, petitioning, interviewing, or surveying patrons or staff in a manner that is disruptive to Library activities.
15. Poor hygiene that constitutes a nuisance.
16. Other kinds of behavior deemed inappropriate in the opinion of Director or designated staff members.

*(The following section is procedure only, which is modified by staff from time to time.)*

## Service Animals:

Staff may ask these two questions:

- 1) Is the animal a service animal required because of a disability?
- 2) What work or task has the animal been trained to perform?

Staff will not ask about the person's disability.

Service animals are not required to wear identification.

Service animals are not allowed if the animal is out of control or if the animal is not housebroken.

Therapy/Emotional Support animals are not the same as service animals and are not allowed in the Library.

(See: <https://www.ada.gov/resources/service-animals-2010-requirements/>.)

## Disciplinary Guidelines:

Enforcement of these rules may take the form of any of the following, depending on the severity of the misconduct, which will be determined by the staff on duty at the time. These disciplinary procedures are guidelines. The Library may implement any procedure listed, including immediate banishment from the premises, at any time.

1. **Minor disruption.** In the case of a minor disruption, the library patron may receive a warning. At the second disruption, the patron may be asked to leave the Library for the rest of the day.
2. **Extreme misconduct.** In the case of any misconduct that, in the judgment of a staff member, is extreme, the library patron may be asked to leave the building immediately, or the police may be called as appropriate.
3. **Permanent ban from the Library.** Patrons who engage in repeated disruptive behaviors that interfere with others' use of the Library, or who engage in behaviors that violate City Code or State Statutes, may be permanently banned from the Library premises by the Director. A written appeal of the Library Director's decision may be made to the Library Board.

**Exceptions** to the above may be authorized by the Library Director and/or designee.

Neither the Director nor any other member of the library staff is a professional medical or legal expert. All actions taken shall be subject to the best opinion of the Director and designated staff members.

Approved 11/25/97pc Revised

3-28-2000pc Revised 11-30-

2004pc Revised 6-6-2006 smr

10-13-2009 smr

2-11-14 smr

Revision, item #10, 6-9-15 smr

Revision, add #11, 11-8-16 smr

Revision, modified 2.a. and 10. 11-12-19 smr

Modified #10, based on new state law which removes local authority to ban guns from city property (HF 2502, June 2020). Approved by Board 9-08-20 smr

Approved by Board 10-10-23

Revised & approved 7-08-25 sccm