



# BEHAVIOR POLICY

~~April~~ ~~March~~ 8-12, 2019~~8~~

This policy defines the standards of conduct and behavior that are expected and will be enforced on the library's premises.

Library users are expected to conduct themselves in a manner that is safe and conducive to study, reading, and exploration of information, and to appropriately share the facility with other library users.

Disruptive behavior can be potentially harmful or dangerous and is not acceptable. Behaviors that [are prohibited and](#) may result in the loss of library services and/or criminal prosecution include, but are not limited to:

- Any activity in violation of federal, state, local, or other applicable laws, or library policy
- Verbal or physical threats or harassment of other library users, volunteers, or staff
- Unsafe behavior such as fighting, running, or pushing
- Creating disruptive noises
- Public intoxication
- Having animals other than service animals (as defined by the Americans with Disabilities Act) in the library
- Smoking, vaping, the use of e-cigarettes or chewing tobacco products on library property

The Rapid City Public Library reserves the right to suspend library services of any person suspected of engaging in any of the above-enumerated activities, or other disruptive or unsafe conduct, for the length of suspension the library deems appropriate, including the permanent loss of access. The following are recommended guidelines for suspension periods; the seriousness of the conduct may warrant immediate and/or lengthier loss of library services, as determined by the Library Director or designee. The Library Director or designee and City Attorney must approve any loss of library services for one week or more.

- 1<sup>st</sup> offense - Verbal warning that further violation will involve loss of library services; suspension from the libraries for the remainder of the day if warranted by severity or repetition of behavior after the warning
- 2<sup>nd</sup> offense - Loss of library services for one week
- 3<sup>rd</sup> offense - Loss of library services for one month
- 4<sup>th</sup> offense - Loss of library services for six months
- 5<sup>th</sup> offense - Loss of library services for one year
- 6<sup>th</sup> offense – Loss of library services for more than one year

In addition, library users may not disrupt others' use of the library due to strong, pervasive odors, nor may patrons dress in a manner that unreasonably disrupts others' use of the library or unreasonably interferes with the library's orderly provision of services. Persons violating these provisions will be verbally warned and may be asked to leave the library and return only if and when the violation is remedied. The library reserves the right to suspend library services of any person pursuant to the paragraph above for repeated offenses when frequent and serious violations by that individual have occurred.

A two-year reckoning period is in place; if a person has completed a suspension of one week or less and has no further incidents requiring suspension within two years, any future actions would return to the first offense. The reckoning period begins the day following completion of a suspension.

Persons who are required by state or federal law to register as a sex offender may enter and remain in the library for the purpose of accessing information and utilizing library resources and services, with the following limitations:

- Such persons may not enter areas of the library which are designated as children or youth areas, unless they are accompanying their own children. For the downtown library, the children/youth area includes the entire second floor of the building except for the meeting room.
  - The North library at General Beadle School is a community safety zone as defined in SDCL 22-24B-22
- Such persons may not remain in the library for a period of time and under circumstances that a reasonable person would determine is for the primary purpose of observing or contacting minors

Registered sex offenders who violate this restriction are subject to the same suspension of library service as with other policy violations. The library also reserves the right to suspend any person who falls within this definition whose conduct causes concern among library staff as endangering user safety. Any such suspension will be for a minimum of six months, up to the length of time which the library deems appropriate to the conduct, including the permanent loss of access.

Any person suspended under this policy may appeal their suspension. In order to be addressed in an appropriate timeframe, suspensions of one month or less may be appealed to the Library Director; suspensions of more than one month may be appealed to the Library Board. In the case of a minor, the parent or legal guardian may file the appeal on their behalf.

The person requesting the appeal must complete the appeal form and return it by mail or e-mail to the library at least 10 days prior to the Board meeting. The Library Board will then consider the appeal at their next regularly scheduled meeting, and will provide a written response within three business days of the meeting. The Director or Library Board will withdraw or amend the suspension only if the person appealing the suspension shows good cause for doing so. All decisions of the Director or Board are final.

The Rapid City Public Library staff will endeavor to maintain order in and around its facilities and property. The staff will intervene in an appropriate manner when necessary to maintain or restore order and are encouraged to solicit the assistance of law enforcement personnel when needed.

Revised ~~March 12, 2018~~April 8, 2019

Previous revisions: March 12, 2018, January 11, 2016; October 12, 2015; August 11, 2014; August 12, 2013; April 8, 2013; April 19, 2012; February 12, 2009; April 26, 2004  
RCPL Board of Trustees

## Appeal of Library Suspension

The Library Director will consider appeals for suspensions of one month or less.

The Library Board will consider appeals for suspensions of more than one month at its next regular meeting. You will be notified of the time and place of the hearing. The completed appeal form must be delivered to the library at least ten (10) calendar days prior to that Library Board meeting.

### All the information below is required:

Date of Appeal: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Date of Suspension: \_\_\_\_\_ Length of Suspension: \_\_\_\_\_

Reason for requesting an appeal: