



DOWNTOWN LIBRARY
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Date: August 8, 2022
To: Rapid City Public Library Board
From: Emily Tupa, Policy Committee Chair
Re: Behavior Policy/Rules of Conduct

Date: August 3, 2022
To: Emily Tupa, Policy Committee Chair
From: Sean Minkel, Assistant Library Director
Re: Behavior Policy/Rules of Conduct

Motion: Move to approve updates to the Behavior Policy as presented.

Background: The Behavior Policy defines the standards of conduct expected on library property, how failing to abide by those expectations will result in suspension from library services and how to appeal such suspensions.

In May 2022, a workgroup of staff and supervisors began to research other libraries' behavior policies. Each workgroup member contacted multiple libraries and discussed those findings in meetings, and the team drafted updates to our library behavior policy. If these changes are approved, staff training related to the policy will be revised to better enable staff to enforce the rules of conduct and have more positive interactions with library users.

The recommended revisions are:

1. Renaming the Behavior Policy to the more widely used Rules of Conduct
2. Identifying positive actions patrons can take to assist with conduct
3. Updating the list of prohibited actions to include:
 - a. Failing to comply with a reasonable request from library staff
 - b. Damaging, stealing or destroying library property
 - c. Grouping together the frequently disruptive behaviors such as noise, odor, dress, bathing/laundrying in the restrooms, repeatedly falling asleep, and/or leaving personal belongings unattended
4. Adding existing information from the Sales, Solicitations and Petitioning Policy
5. Moving the suspension length guidelines into a separate procedure and expanding them to include all commonly occurring infractions
 - a. Only one other library was found to include this information in their policy

6. Changing the reckoning period from one year to two years
 - a. This change is possible due to improved tracking software which will be launched September 1
 - b. Prior to July 2019, the reckoning period was two years; it was reduced due to the limitations of the current tracking system
7. Adding an automatic suspension renewal for patrons who continue to return while suspended
 - a. If approved, a patron who returns after in-person notification and an additional warning would immediately have their suspension restarted without additional approval from the Library Director or City Attorney

All other changes are to clarify or simplify existing language. If approved, staff training will take place in August and the updated policy will take effect September 1.