

*Mt. Lebanon Public Library Policy No. 28  
Patron Behavior Policy*

**MT. LEBANON PUBLIC LIBRARY**

**POLICY NUMBER:** 28  
**TITLE:** Patron Behavior Policy  
**DATE ISSUED:** July 16, 2024  
**REPLACES:** January 15, 2004

**PURPOSE:** To protect the rights of individuals who are in the Library to use materials or services, to assist staff members in conducting Library business efficiently, and to preserve Library materials and facilities.

**REFERENCES:**

1. The PA Library Code, 2020, Especially Title 18 PA. Cons. Stat. Sec 3929 (Theft) and Title 18 Pa. Cons. Stat. Sec 5903 (Public Indecency)
2. Library policies: Meeting Room #13; Non-Smoking designation #12; Public Notice Bulletin Boards #18; Lending Policy #21; Solicitation and Sales #22; Unattended Child #23; Computer Use and Internet Access #24
3. Previously established Library procedures (2001 - 2003)

**1. STATEMENT OF POLICY:**

Library patrons are expected to use the Library, including its facilities, grounds, resources and materials, in a responsible, appropriate, and courteous manner. Illegal acts or conduct in violation of Federal, State, or local laws, ordinances or regulations are prohibited. Behavior that disturbs or infringes on the rights of other Library patrons and staff and which damages library materials and property is not permitted. This policy applies to patrons of all ages.

**2. RULES AND REGULATIONS:**

- 2.1. Actions prohibited or restricted include, but are not limited to:
  - 2.1.1. Engaging in disorderly conduct, drunken, dangerous or threatening behavior, fighting or challenging to fight, running, and any other behavior that is disruptive or disturbs the peace or good order of the Library.
  - 2.1.2. Blocking entryways, vestibules, book returns, restrooms, staircases, elevator, or other common areas
  - 2.1.3. Refusing to comply with requests of any member of the Library staff to comply with Library policies.
  - 2.1.4. Using offensive or abusive language or acting or behaving disrespectfully toward a Library employee, volunteer, or patron.
  - 2.1.5. Any forms of harassment – physical, sexual, verbal – of Library patrons or staff. Harassment may include initiating unwanted

conversations, impeding access to the building, stalking, taking photos or video without permission, and the like.

- 2.1.6 Displaying obscene or sexually explicit materials or Internet sites in violation of 18 Pa. Cons. Stat. Sec 5903. (See also Library policy #24)
- 2.1.7 Excessive noise and other disturbances, such as loud conversation, laughter, cell phone use, or music which is disturbing to others, separate from an authorized library program.
- 2.1.8 Selling and/or soliciting for services, money, items, or signatures, except for library or library-related activities. Nothing in this policy shall prohibit a person's freedom of expression of his first amendment rights as guaranteed by the United States Constitution. (See also Library policy # 22)
- 2.1.9 Distributing or posting printed materials, literature, or other items that have not been approved by the Library for use inside the Library building. (see also Library policy #18)
- 2.1.10 Possessing or consuming alcohol or illegal drugs or being under the influence of alcohol or drugs.
- 2.1.11 All indoor areas and vestibules, outdoor courtyard and Gardens, and all areas outside the entrance doors of the Mt. Lebanon Public Library are designated as non-smoking areas. No smoking or use of tobacco products or use of electronic or other smoking devices is permitted. (see also Library policy #12)
- 2.1.12 Consuming food or beverages in any type of container or bringing in packaged or unpackaged food or beverages.
- 2.1.13 Not wearing shoes or shirts.
- 2.1.14 Bringing animals or pets into the Library (except for assistance animals or for specific Library programs).
- 2.1.15 Intentionally damaging, destroying, or stealing any property belonging to the Library or a patron or employee.
- 2.1.16 Removing Library materials from the premise without authorization through established lending procedures.
- 2.1.17 The use of cell phones to make calls is restricted to the entry vestibules of the Library building or outdoors. Cell phones must be silenced at all times within the library if such device makes an audible sound.
- 2.1.18 Moving tables, chairs, or other furniture, beyond ordinary use, without permission of Library staff.
- 2.1.19 Leaving a child under 12 years old (or not yet in 6<sup>th</sup> grade) unattended by a responsible person. (See also Library policy #23.)

- 2.1.20 Misuse of restrooms. Restrooms are for the use of Library patrons and staff only. Smoking, changing of clothes, bathing, and hair-washing are not allowed.
- 2.1.21 Possessing weapons of any type.
- 2.1.22 Indecent exposure.
- 2.1.23 Gambling.
- 2.1.24 Entering "staff only" areas without permission of Library staff
- 2.1.25 Abuse of borrowing privileges. (See also Library policy #21)

**2.2 Other: The Library reserves the right to**

- 2.2.1. Inspect all backpacks, bookbags, satchels, and briefcases. (See 2.1.14 above)
- 2.2.2. Confiscate and dispose of any food, beverage, or containers thereof brought into the Library.
- 2.2.3. Limit the number of persons who may sit together at a single table or carrel, in an arrangement of casual seating, or in a study room.
- 2.2.4. Separate members of a group from one another or relocate individual from one area of the library to another.
- 2.2.5. Impose time limits on the continuous use of library resources, including reference materials, computer equipment, and public telephones.
- 2.2.6. Require patrons to furnish commonly accepted forms of identification, such as driver's licenses and student ID cards.

**2.3 The Library is not responsible for personal belongings left unattended. Personal items left by patrons are subject to disposal.**

**3. NONCOMPLIANCE:**

- 3.1 Failure to comply with this policy and/or the Library's established rules, regulations, and procedures will result in disciplinary action ranging from a warning to permanent expulsion from the Library and/or in arrest.
- 3.2. Theft or damage of Library materials is a serious offense and will result in permanent exclusion from the Library and/or in arrest (PA Law...Sec. 3929.1 and 3929.2).
- 3.3 Communication of threats, physical violence or sexual offenses will result in permanent exclusion and/or arrest.
- 3.4. 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

*Mt. Lebanon Public Library Policy No. 28*

*Patron Behavior Policy*

*Page 4*

trespassing. The Library staff will contact the Mt. Lebanon Police Department in all such cases.

- 3.5 Trespassers will be arrested and prosecuted.
- 3.6 The Library staff will call the Mt. Lebanon Police Department at times when staff deems this to be necessary or prudent.
- 3.7. Any patron whose privileges have been denied by Library staff may appeal the decision to the Mt. Lebanon Public Library Board of Trustees within thirty (30) days of the decision.