

## Havana Public Library District

### Disruptive Patron Policy

The Havana Public Library District is dedicated to providing access to knowledge and information through reading, writing, and quiet contemplation, providing patrons the right to use materials and services without being disturbed or impeded, and providing patrons and employees a secure and comfortable environment.

A patron who engages in any activity which materially disrupts the use of library facilities, collections, or services by patrons or materially disrupts the ability of the staff to perform its duties shall cease such activity immediately upon request by library personnel. In such instances involving minors, identification will be requested and the incident may be reported to the parent or guardian.

Disruptive activities may include but are not limited to:

- Possessing a weapon of any kind
- Abusive and/or threatening language or actions
- Harassment of staff or patrons
- Vandalism or theft
- Drugs and/or alcohol use
- Soliciting
- Inappropriate public displays of affection
- Smoking, using tobacco products, or using e-cigarette/vapor cigarettes
- Leaving children age eight and under unattended
- Bringing animals into the building, with the exceptions of service animals or animals being used as part of a Library program
- Loud talking and/or laughing
- Sleeping
- Bare feet and/or no shirt

If, following a request to cease a disruptive activity, the patron fails or refuses to comply or responds to the request in an abusive fashion, he or she will be required to leave the library premises immediately for the balance of that calendar day. If he or she fails to leave, the police will be summoned. Any disruption serious enough to warrant police involvement will be considered grounds for long-time exclusion of the patron from the Library premises, however, police involvement is not a prerequisite for long-time exclusion as a result of disruptive activities.

Library personnel will record instances in which patrons are required to leave the library in a ledger maintained by the library for that purpose. The Director may bar the patron from use of library premises for a period of up to thirty days for disruptive behavior. Patrons wishing to appeal such action may do so upon written request to the Board of Library Trustees. Parents or guardians of minors will be notified in writing after a minor is required to leave the library.

In the event a patron barred from the use of the library attempts entry to the library during any such period of exclusion, the police will be summoned and informed of the prior action. In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the Director shall report to the Board of Library Trustees such conduct following prior exclusion and the Board will consider a long-term exclusion of that patron.

*Approved by the Havana Public Library District Board, November 10, 2016*

*Re-approved and re-adopted by the Havana Public Library District Board, May 18, 2023*

*Amended by the Havana Public Library District Board, January 8, 2026*