

Fort Myers Beach Library District

Subject: Guidelines Governing Use of the Library
PPM # FMBL0-101

Policy: While patrons are on library property they must conform to commonly accepted standards of conduct in public places with respect to dress, behavior, decency, and consideration for others. These guidelines, which govern the use and mission of the library, will ensure an orderly, safe, and congenial environment for all.

Purpose: The library's mission is to provide all its users with ready access to the collections and resources. Patrons can anticipate being served by an informed, well-trained, and helpful staff. These guidelines set forth the responsibilities and obligations of both those who use the library and its materials and those whose job it is to care for the materials and to assist patrons, who are entitled to a satisfying and rewarding experience in the pursuit of knowledge and pleasure in the library setting.

Definitions:

Problem behavior is any behavior which either consciously or unconsciously violates or restricts the use of the library undisturbed without threat of harm, invasion of property, or interference, for patrons or staff.

Library Proper refers to the first and second floors of the Library that house the print, audio collection, provide access to digital options and the computer/catalog workstations. Library Commons refers to the third floor that houses the Wi-Fi area, congregating area, Community Room, Friends of the Library bookstore, Copy Center and Cafe.

1. Children may not be left unattended in the library but must be accompanied by and under the surveillance of a responsible adult or older child per policy FMBL0-401.
2. Library print and non-print materials, equipment, and property are to be treated carefully and respectfully at all times to minimize damage and wear and tear.
3. Appropriate dress includes shirts and shoes and prohibits wet bathing suits or other wet garments inside the building.
4. Library restrooms and toilets should be used for their intended purposes only. Bathing, shaving, or washing clothing are expressly prohibited. Outdoor faucets may not be used by the public.
5. Service animals, and animals participating in officially sanctioned library programs, are the only animals permitted inside the library building. Animals may not be tied or unattended on library grounds.
6. Patrons entering the Library with a cell phone, pager, or similar electronic device should turn the device off or set it to a non-audible signal (flashing light, vibration, etc.). Cell phones and pagers may be answered in the Library Commons only.

7. The elevator is not an amusement park ride; it is to access the Library Proper and Library Commons. After Library Proper hours when the Library Commons is in use, the elevator will access only the third floor.
8. Noisy or combative behavior that harasses others and interferes with the atmosphere appropriate to the library environment is not allowed. Play audio equipment so that others do not hear it.
9. Using the library as a place for extended periods of sleeping is prohibited. The library is an environment in which loitering and vagrancy have no place.
10. Elevators, doors, stairs and all library equipment should be used respectfully and for their intended purposes. Vandalism or physical abuse of the facilities and equipment is not permitted.
11. All illegal weapons and firearms, alcohol, and other illicit and contraband substances are expressly prohibited on library property, indoors or outdoors.
12. Commercial activity involving selling and soliciting is not permitted unless it is sponsored by the library and is conducted in a library-approved space.
13. In order to create a welcoming atmosphere, eating and drinking, if done responsibly, is allowed in the Library Commons. Bottled water only in the Library Proper.
14. Building entrances and exits may not be blocked. Carriages and strollers may be left near the Welcome Desk in the Tower upon arrangement with the Library Greeter, provided that the entrance is not obstructed.
15. In conformity with smoking and tobacco bans in force in public buildings, the library prohibits smoking or the use of any tobacco product inside the building and outside on library property.
16. In the interest of Public Safety and accident prevention, rollerblading, skateboarding, or similar activities are prohibited on library property.
17. Outside groups may not solicit library patrons in the library or on library property. No selling and/or soliciting for services, money, items, or signatures except for library or library co-sponsored activities. Authors or artists may sell their books or other media as part of a Library program. No admission fees will be allowed for any event scheduled. A group may conduct nominal collection of dues from its members or solicit voluntary donations to help pay for programs they sponsor. Pass-through costs for educational materials may be collected. Library sponsored events for the purpose of raising funds for the Library are allowed.
18. Removal or attempted removal of library labels or security tags or mutilation of library materials is considered to be proof of intent to steal. Failure to return library materials is also considered to be theft of library materials.
19. Bags, backpacks, and other parcels may be subject to examination and search upon entry or exit of the library. Library patrons may not bring in large items such as shopping

carts or push carts containing personal belongings and that may hinder the emergency exits or pathways of the library patrons or staff. Garbage bags and sleeping bags are not allowed. Belongings may be inspected for security purposes. Persons refusing inspection of the contents of their bags, backpacks, and other parcels shall be refused the use of the library's services.

20. Vehicles are not to be parked on library premises when not using the library. Vehicles remaining on library property after closing may be towed. See posted signage for tow company to contact.

21. Bicycles and motorcycles must be parked in designated areas outside the Library. They are not allowed in walkways, landscaping or next to the building.

22. Skateboards, roller skates and other sports equipment may be left at the Welcome Desk in the Tower while library users look for materials or use library resources. However, they may not be used on Library property or brought into the Library Proper or Library Commons.

Patrons who violate these policies may be asked by the library director or a designated administrative staff member to leave the library premises, with or without prior warning, depending on the nature and severity of the violation. If necessary, law enforcement or security personnel will be summoned.

Patrons wishing to appeal disciplinary action will follow the process outlines below.

- I. If the disciplinary action imposed involves suspension of library privileges in addition to expulsion, after 24 hours have passed, the patron may appeal to the director either in writing or by scheduled appointment.
- II. The director will review this decision, taking into account the argument the patron has made in his/her appeal. The director will communicate that decision to the patron within 48 hours, who has the right of further appeal by written notice to the Fort Myers Beach Library District Board of Directors within 10 days of receipt of director's notification. A board hearing will be set no more than 45 days after that notification. Until final disposition of the case has been made, however, the patron in question is denied access to the library.