



Library Campus Code of Conduct

Effective 11/08/2023; Revised 11/08/2023

Library Campus Code of Conduct is guided by Lawrence Public Library's [Behavior Policy](#).

Overview

The Library is committed to providing a safe and respectful environment for all its users. This code applies to the conduct of all staff, volunteers, and patrons on the Library Campus and wherever library service interactions occur.

Procedures:

1. Formal disciplinary actions shall be consistent for similar infractions.
2. Behavior that violates local, state, and/or federal laws is prohibited.
3. Any library staff may enforce consequences.
4. In the case of misconduct of a minor nature, staff will request patrons to stop the unacceptable behavior and remind patrons of the library's policy.
5. For more severe misconduct the following suspension guidelines will be followed (actual suspension may be higher based on the situation and facts gathered):

Discipline Levels & Consequences

a. Level I Offense

- i. Resulting in a warning of up to a one-month suspension from the Library Campus and wherever library service interactions occur.
- ii. Offenses to include but not limited to:
 - Disregarding the reasonable direction of staff.
 - Behavior that is disruptive to others' use of the Library Campus.
 - Use of tobacco products or smoking delivery devices (including e-cigarettes and vape devices) on the Library Campus.

- Littering: including but not limited to abandoned property and food.
- Skateboarding, rollerblading, and bicycling on the library plaza in such a fashion that it endangers or frightens others.
- Blocking library entrances, walkways, or passages; interfering with the flow of pedestrian traffic.

b. Level II Offense

- i. Resulting in a one-week up to a six-month suspension from the Library Campus and wherever library service interactions occur.
- ii. Offenses to include but not limited to:
 - Repeated Level I infractions
 - Unauthorized presence in staff-designated areas.
 - Staying on the Library Campus before or after posted hours of operation.
 - Entering or remaining on the Library Campus during the period in which an individual has been suspended from the premises.
 - Damage to property/equipment (less than \$50)
 - Theft of Library or personal materials/items (less than \$50)

c. Level III Offense

- i. Resulting in a one-month up to a one-year suspension from the Library Campus and wherever library service interactions occur. Please note that the majority of infractions at this level begin at a 3 month suspension.
- ii. Offenses to include but not limited to:
 - Repeated Level II infractions
 - Using obscene, threatening, harassing, or abusive language or gestures.
 - Verbal and non-verbal threats of violence against other patrons.
 - Intoxication: Being under the influence of or in possession of alcohol or illegal drugs.
 - Sexual Harassment
 - Urination or defecation outside of restroom facilities.
 - Fighting, physically assaulting other patrons. Police may be called according to staff discretion.
 - Explicit verbal and non-verbal threats of violence against staff.

d. Level IV Offenses

- i. Resulting in an indefinite suspension from the Library Campus and wherever library service interactions occur.

- Suspension may become permanent based on the situation and facts gathered.
- ii. Offenses to include but not limited to:
 - Repeated Level III infractions
 - Fighting, physically assaulting staff.
 - Displaying a weapon in a threatening manner.
 - Sexual Assault.
 - iii. Lawrence Police will be called to make a report and assist if necessary.
6. For offenses resulting in a suspension, a verbal notice will be given and the patron will be asked to leave immediately.
 - a. Lawrence Police may be called to escort the patron out if necessary.
 - b. If the patron leaves before they can be given notice, they will be notified by staff the next time they visit the library.
 - c. Information regarding the incident will be logged.
 7. Only the Director or designee has the authority to ban an individual permanently from the Library Campus and wherever library service interactions occur. Staff may in extreme cases restrict a patron from returning until the Director or designee can rule on the severity of the penalty.