

Olathe Public Library

Policy Manual

Effective May 16, 2023

7. Library Code of Behavior

7.1. Guidelines for Customer Behavior

Olathe Public Library (OPL) intends to maintain a positive atmosphere throughout its library buildings. To ensure that everyone can enjoy our libraries, library staff, and any security guards assigned to a library building, will enforce guidelines for customer behavior on library property as well as local ordinances and state laws which govern behavior in public places (see [Olathe Municipal Code, Public Offense Code Title 9](#)).

7.1.1 Prohibited Activities and Behaviors

In keeping with OPL's commitment to customer service and the provision of a safe and inviting atmosphere, the following guidelines explain prohibited behaviors and activities:

- Engaging in any activity in violation of federal, state, local, or other applicable law, or library policy
- Disruptive behavior that interferes with use of the library by other customers, or with library staff's performance of their duties
 - This includes behaviors that, by sight, sound, or bodily gestures, are intrusive to other customers' concentration and enjoyment of facilities, services, programs, and materials.
- Theft or attempted theft, or destruction or attempted destruction, of library materials or property or the personal property of library customers or staff
- Entering or remaining in a library facility before or after posted hours of service, being in unauthorized areas of the library, or refusing to leave when requested during emergency situations, evacuation exercises, or as a consequence of engaging in prohibited behaviors or activities
- Entry into the library without a shirt or other covering of the upper body or without shoes or other footwear
- Entry into the library with conditions of bodily hygiene and/or odor (including perfumes) that impairs the library's clean and sanitary environment intended for customers' enjoyment of the facilities and creates a nuisance for other customers
- Entry into the library with the equivalent of more than three (3) grocery-sized paper or plastic bags or parcels
- Leaving personal belongings unattended for an unreasonable amount of time
 - Personal belongings must not take up excess space, impede access to services and materials or cause a safety hazard.

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- Unattended personal belongings will be collected and an effort will be made to identify and contact the owner. If not claimed within a reasonable amount of time, items will be discarded.
- Interfering with, obstructing or blocking passageways, including, but not limited to, aisles or exits
- Entry into the library of any animals, insects, and other living organisms, except for "guide dogs, hearing assistance dogs, and service dogs" ([Olathe Municipal Code 9.07.330](#))
 - Animals, insects, and other living organisms that are part of a library facilitated program or rental event are permitted.
- Soliciting on library property
- Use of library facilities for other than their intended purpose, including use of the facilities for sleeping, bathing, shampooing, washing clothes or utensils, or preparing meals or food.
- Use of the children's or teen area for other than their intended purposes
 - The children's area is intended for use by children (birth-5th grade) and their parents or caregivers.
 - The teen area is intended for use by teens (6th-12th grade).
- Leaving children or youth unattended (see [7.2 Unattended Minors](#))
- Smoking or using tobacco products, including electronic cigarettes or vapes, on library property, except for the designated smoking area (see [7.4 Non- Smoking Policy](#))
- Using or bringing controlled substances or alcohol onto library property, or otherwise exhibiting signs and symptoms of being under the influence of alcohol or controlled substances
- Sexual misconduct, including but not limited to acts of exposure, public masturbation, sexual harassment, offensive touching, and sexual solicitation
- Eating food in the library, except in the café areas, the Downtown Library Copeland Rooftop Terrace, or during library-facilitated programs and events or rental events
 - Small, packaged snacks are permitted throughout both library buildings.
- Drinking beverages from unapproved containers
 - Customers must use drink containers with lids; spill-proof containers with twist-off or other secure lids are preferred.
 - A customer is financially responsible for damage from a beverage, which occurs to library materials or property, including, but not limited to computers, books, or furniture.
- Parking and leaving wheeled vehicles inside the library or in unauthorized areas on library property

- Using skateboards or inline skates inside the library or in unauthorized areas on library property
- Using library computer workstations in an unacceptable manner, as defined herein:
 - Customers shall not maliciously access, alter, delete, damage, or destroy any library computer system, network computer program, or data.
 - Customers shall not access or exhibit obscene material on library computer workstations.
 - Customers shall not access or display obscene material where the recipient of the obscene material is a child under the age of 18.
 - Customers shall not use library computer workstations in a manner that allows them to possess a computer-generated image that contains or incorporates in any manner any film, photograph, negative, photocopy, videotape, or video laser disc in which a real child under sixteen years of age is shown or heard engaging in sexually explicit conduct with intent to arouse or satisfy the sexual desires or appeal to the prurient interest of the offender, the child or another.

7.1.2. Enforcement and Consequences

Library staff have the right and responsibility to protect the safety of all library customers, staff, property, and materials and to maintain order on library property. Occasionally it will be necessary for a security guard or other staff member to deal with customers who create a disturbance or violate the rights of others. In such situations, library staff should be aware of applicable library policies and procedures.

Customers engaging in prohibited activities and behaviors will be informed about or reminded of the guidelines for customer behavior by library staff and any security guard assigned to a library building, followed by consequences if necessary.

If a customer is observed engaging in illegal behavior, the Olathe Police Department will be contacted.

In all cases of theft, vandalism, disruptive behavior, illegal activities, or injury, an Incident Report shall be filed as soon after the incident as possible.

Continued engagement in prohibited activities and behaviors may result in a customer not being allowed admittance to the library or in expulsion, prosecution, and suspension of privileges on a temporary or indefinite basis.

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The Library System Officers (LSOs), in consultation with City Legal, may suspend the library privileges of any customer who willfully violates regulations.

Suspension periods may vary with the severity and repetition of the offense, with up to but not limited to one-year suspension for acts or threats of violence to staff or customers, in addition to legal remedies and prosecution.

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7.2. Unattended Minors

7.2.1 Unattended Minors Under 8

Parents are responsible for the behavior of their children in the library. Children under eight (8) years of age should never be left alone in one area of the library while a parent or caregiver is using another area.

If a child has been left at the library without supervision, the following steps will occur:

1. Staff will attempt to contact the child's family to pick them up.
2. If staff is unable to contact the family, the Olathe Police Department will be contacted for assistance in locating the abandoned child's family and caring for the child.

7.2.2. Unattended Minors Over 8

Children and youth over eight (8) years of age, unaccompanied by a parent or caregiver, who behave in a disruptive manner will be warned and if the behavior continues, asked to leave the library. If the child/youth needs a ride home, library staff will assist the child/youth in contacting a parent or caregiver to pick them up.

7.3. Minors Left at Closing

If a minor under sixteen (16) years of age is not picked up by thirty (30) minutes after the library closes and attempts to contact a parent or guardian are unsuccessful, the person-in-charge will contact the Olathe Police Department using the non-emergency number (913-782-0720) to report an abandoned child.

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7.4. Non-Smoking Policy

Olathe Public Library (OPL) uses the following definitions for smoke and smoking:

Smoke or **smoking** means using a lighted cigarette, cigar, pipe, or any other lighted smoking equipment designed for the use of tobacco, as well as use of an electronic or battery-powered vaporizer (such as e-cigarettes/electronic cigarettes) that simulates tobacco smoking by producing an aerosol that resembles smoke.

An **electronic cigarette** is a battery-powered device which can provide an inhaled dose of a vaporized solution by means of cartridges or other chemical delivery systems.

Smoking is prohibited on the library grounds, except for the designated smoking area.

The library will place signage on the library grounds which indicates the designated smoking area. If OPL staff become aware that a customer is smoking outside of the designated smoking area, they will inform the person of the library's prohibition of smoking policy and direct them to the designated smoking area.

Designated areas at each building are:

- Downtown Library: Upper parking lot, next to trash enclosure.
- Indian Creek Library: Between the electric vehicle charging station and picnic shelter at the park.

If a customer has violated the library's smoking policy on multiple occasions, the library system officer (LSO) may restrict the customer's library privileges.