

# Olathe Public Library

## Policy Manual

Effective May 1, 2024

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### 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 and property. To ensure that everyone can enjoy our libraries, library staff will enforce guidelines for customer behavior on library property as well as any applicable law which includes federal, state, local or other applicable law (see [Olathe Municipal Code, Public Offense Code Title 9](#)).

##### 7.1.1 Prohibited Behaviors

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

**Engaging in any behavior in violation of federal, state, local, or other applicable law, or library policy is prohibited.**

See List of Prohibited Behaviors Below:

<b>Animals</b>	Entering library with animals, insects, or other living organisms, except for "guide dogs, hearing assistance dogs, and service dogs" ( <a href="#">Olathe Municipal Code 9.07.330</a> )
<b>Attire</b>	Entering library without a shirt or other covering of the upper body or without footwear.
<b>Computer Use</b>	Using library computer workstations in an unacceptable manner. Including, but not limited to: <ul style="list-style-type: none"><li>○ Listening to sound without the use of headphones or earbuds</li><li>○ Eating food, including small snacks</li><li>○ Drinking from containers without a spill-proof lid</li><li>● Deleting, damaging, or destroying any library computer system</li><li>○ Accessing or displaying obscene material on library computers</li></ul>
<b>Controlled Substances/ Alcohol</b>	Using or bringing controlled substances or alcohol into library or exhibiting signs and symptoms of being under the influence of controlled substances or alcohol.

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<b>Damage</b>	Damaging or attempting to damage library materials or library property, including, but not limited to computer stations, furniture, or the personal property of library customers or staff.
<b>Disruptive Behavior</b>	Interfering with use of library by customers, or with library staff's performance of their duties. Including, but not limited to: <ul style="list-style-type: none"><li>○ Cursing, obscene, or abusive language including hate speech, racial slurs, or profanities.</li><li>○ Loud talking, laughter, conversation, or disruptive use of sound-producing devices, including cell phones, music players, and laptop computers.</li><li>○ Behaviors that, by sight, sound, or bodily gestures, are intrusive to other customers' concentration and enjoyment of facilities, services, programs, and materials.</li></ul>
<b>Drink</b>	Using containers with secure lids and spill-proof lids is required.
<b>Food</b>	Eating food, except for small, pre-packaged snacks, in library is prohibited, except in the café areas, the Downtown Library Copeland Rooftop Terrace, or while attending a library-facilitated program or event or private rental event.
<b>Hygiene/Odor</b>	Entering library with bodily hygiene and/or odor (including perfumes) that impairs the library's clean and sanitary environment intended for customers' enjoyment of the library and creates a nuisance for customers.
<b>Obstruction</b>	Interfering, obstructing, or blocking passageways, including, but not limited to, aisles or exits.
<b>Personal Belongings</b>	Leaving personal belongings unattended. Library is not responsible for lost or stolen items. <ul style="list-style-type: none"><li>○ Personal belongings must not take up excess space, impede access to services and materials or cause a safety hazard.</li><li>○ 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.</li></ul>
<b>Sexual Misconduct</b>	Engaging in sexual misconduct in library, including, but not limited to exposure, masturbation, sexual harassment, offensive touching, and sexual solicitation.

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<b>Smoking</b>	Smoking or using tobacco products, including electronic cigarettes or vapes, on library property, except for the designated smoking area (see <a href="#">7.4 Non- Smoking Policy</a> )
<b>Theft</b>	Theft or attempted theft, or destruction or attempted destruction, damage or attempted damage of library materials or property or the personal property of library customers or staff.
<b>Unattended Child</b>	Leaving child unattended (see <a href="#">7.2 Unattended Child</a> )
<b>Unauthorized Access</b>	Entering or remaining in library before or after posted hours of service, being in unauthorized areas of library, or refusing to leave library when requested during emergency situations, evacuation exercises, or after engaging in prohibited behaviors.
<b>Use of Facilities</b>	Sleeping, bathing, shampooing, washing clothes or utensils, or preparing meals or food or soliciting in library or on library property is prohibited.
<b>Wheeled Recreational Equipment</b>	Using skateboards or inline skates on library property ( <a href="#">Olathe Municipal Code 10.01.136</a> ).
<b>Wheeled Vehicles</b>	Bringing wheeled vehicles in library or leaving wheeled vehicles in unauthorized areas on library property.

Commented [RB1]: Since this is a link - I did not change the name but it should be Unattended Child

## 7. Library Code of Behavior

### 7.1.2. Enforcement and Consequences

The library has a goal of maintaining order and protecting the safety of library customers, staff, property, and materials. Library staff may deal with customers who violate the code of behavior. Library staff should be aware of applicable library policies and procedures.

Library staff will inform customers engaging in prohibited behavior about the guidelines for customer behavior and inform the customers of consequences for engaging in prohibited behaviors.

Library staff will contact the Olathe Police Department if they observe or are informed that a customer has engaged in illegal behavior.

Library staff must complete an incident report for theft, vandalism, disruptive behavior, illegal behavior, or injury to staff or a customer. The incident report must be filed as soon after the incident as possible.

The library may engage in progressive forms of consequences if a customer continues to engage in prohibited behavior. The progressive form of consequences may result in a customer not being allowed to remain or enter library on a temporary or indefinite basis.

The Library System Officers (LSOs), in consultation with City Legal, may suspend library privileges of any customer who engages in prohibited behavior.

Suspension periods may vary with the severity and repetition of the behavior. The library will also pursue all legal remedies and prosecution.

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### 7.2. Unattended Child

#### 7.2.1 Unattended Child Under 9

Parents are responsible for the behavior of their child in the library. Children under nine (9) 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 Child Over 8

Children 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 needs a ride home, library staff will assist the child in contacting a parent or caregiver to pick them up.

### 7.3. Child Left at Closing

If a child under sixteen (16) years of age is not picked up no later than thirty (30) minutes after the library closes and the staffs' 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.