

**CHAPTER 5**  
**SECTION A PART 2**  
**RULES OF CONDUCT ENFORCEMENT**

**POLICY STATEMENT**

All patrons and visitors are expected to respect Library/HH staff, other patrons, visitors, and the entire facility including outdoor areas and parking lots. All persons must comply with requests made by Library/HH staff members to follow all laws and Library/HH policies. Failure to comply with these standards may result in loss of Library/HH privileges and/or being asked to leave the facility, with potential exclusion from the facility for one day and up to a permanent exclusion. Patrons have the right to request an administrative review of an exclusion order that is for a period greater than seven days. Enforcement of this policy will be conducted in a fair and reasonable manner.

**PURPOSE**

The Ellensburg Public Library is a public place, and all patrons and staff are entitled to a safe, welcoming, and peaceful environment unhindered and undisturbed by disruptive behaviors of others.

**APPLICATION**

Enforcement: Library staff and local law enforcement have the right to intervene to stop prohibited or disruptive activities and behaviors. The Person in Charge of the Library/HH during the violation is authorized to implement a temporary exclusion (Category A) in the absence of the Director. Library Director will determine length of trespass and a formal letter will be written with specified length of exclusion.

Category A – Conduct that may result in a verbal warning or exclusion for one day or a maximum of 7 days. Examples include but not limited to:

- Noncompliance with Rules of Conduct.
- Noncompliance with staff directive.
- Belligerent and/or aggressive behavior towards staff.

Category B – Conduct may result in exclusion from Library/HH for a minimum of 30 days or up to 90 days. Examples include but not limited to:

- Entering the premises while exclusion period is active.
- Continued noncompliance with Rules of Conduct.
- Continued noncompliance with staff directive.
- Harassment of staff, volunteers, and/or patrons.

Category C - Conduct may result in exclusion from Library/HH for a minimum of six months to one year. Examples include but not limited to:

- Continued entering the premises while exclusion period is active.
- Continued noncompliance to Rules of Conduct.
- Continued noncompliance to staff directive.
- Continued harassment of staff, volunteers and/or patrons.
- Damaging and/or theft of Library/HH property.

Category D - Conduct may result in exclusion from Library/HH indefinitely. Examples include but not limited to:

- Continued entering the premises while exclusion period is active.
- Continued noncompliance to Rules of Conduct.
- Continued noncompliance to staff directive.
- Continued harassment of staff, volunteers, and/or patrons.
- Continued damaging and/or theft of Library/HH property.
- Threatening and/or initiating violence towards staff, volunteers, or patrons.
- Drawing a weapon/firearm with the intent to intimidate or warrant alarm for the safety of others.

#### **ADMINISTRATIVE REVIEW OF EXCLUSION NOTIFICATION**

Persons that have received a notice of exclusion may request in writing an administrative review by the Library Director for a period greater than 30 days.

*Adopted by the Library Board 3-8-2022*