



Library Use Policy

- I. The purpose of the Library Use Policy is to affirm the rights of all people to free and equal access to information and use of the Library without discrimination, intimidation, threat of harm or invasion of privacy. Fairfield Public Library is dedicated to providing a friendly, courteous and respectful experience. Fairfield Public Library strives to provide an enjoyable, clean and comfortable environment for all Library users.
- II. Fairfield Public Library is committed to providing a safe and secure environment for all. Committing or attempting to commit any activity that would constitute a violation of any federal, state or local criminal law or ordinance is prohibited on Library property. Examples of prohibited activities include but are not limited to:
 - a. Sexual, physical or other harassment including bullying on the basis of their sexual orientation or gender identity.
 - b. Possessing, consuming, selling or being under the influence of alcohol, illegal drugs or other substances.
 - c. Soliciting, panhandling or gambling.
 - d. Trespassing or entering Library property when banned.
 - e. Impeding passageways through physical presence or with personal property.
 - f. Leaving personal property unattended in public spaces. Items left unattended will be held at the Front Desk.
 - g. Fraudulent use of another person's Library Card or account number.
- III. Library patrons and staff expect a comfortable and welcoming environment. Mutual respect makes it possible for everyone to enjoy library materials and services. We ask Library users to be respectful of each other and behave in a manner that does not disrupt others or interfere with normal operation of the Library. Examples of prohibited disruptive behaviors include but are not limited to:
 - a. Sleeping, except for attended individuals.
 - b. Using threatening or abusive language.
 - c. Leaving any unattended animals on library property.
 - d. Fighting or challenging to fight, running, shoving or throwing objects.
 - e. Creating unreasonable noise. Using audible devices without headphones or using headphones set at a volume that disturbs others.
 - f. Failing to comply with a staff request, unauthorized entry in a staff area or failure to leave the Library during emergencies and at closing time.
 - g. Campaigning, petitioning, interviewing, survey taking, posting notices, fundraising or selling, unless authorized by the Director or designee.
 - h. Tutoring services are permitted in library spaces; however, solicitation of students is not allowed.
 - i. Taking pictures or videotaping people, except at events, unless authorized by the Director or designee and by the patrons involved or parents if minors are present.
 - j. Phone calls in the library's designated quiet zone. However, brief calls taken quietly are permissible in the area between the Youth Services Department, the Information Desk, and the Front Desk.

- IV. Fairfield Public Library will maintain a healthy and clean environment for all Library users. Considerate consumption of snack food or a covered beverage is allowed in public areas of the Library unless otherwise noted. Examples of prohibitive behaviors that are not conducive to providing a clean and hygienic environment include but are not limited to:
- k. Using cigarettes, e-cigarettes, chewing tobacco or other tobacco.
 - l. Personal hygiene, odor or scent that constitutes a nuisance to others or poses a health risk.
 - m. Bringing animals inside Library buildings, with the exception of service animals and those allowed during special Library programs.
 - n. Introducing bed bugs or other pests via returned materials or personal belongings.
- V. The Library is responsible for protecting collections, equipment and property for present and future users. Intentionally damaging, destroying or stealing any materials, equipment or property belonging to the Library, another patron or staff member is prohibited.
- VI. Enforcement of the Library Use Policy will be conducted in a fair and reasonable manner. Individuals may not be aware that their conduct is disruptive.
- a. Library staff, Fairfield Police Department and/or other trained professionals will intervene to inform and stop prohibited activities and behaviors.
 - b. Individuals who fail to observe the Library Use Policy may be asked to leave the Library building and property, be banned from the Library for a period of time, be subject to arrest or be subject to other lawful action.
 - c. Security cameras are located in public and staff areas of the Library to protect the safety and security of people, the building, and its contents.

Iowa Code: Disorderly Conduct, §723.4
 Assault, §708.1
 Intoxication, §123.46 3
 Trespass, §716.7
 Criminal Mischief, §716.1
 Indecent Exposure, §709.9
 Theft, §714.1
 Unlawful Assembly, §723.2,
 Harassment of Public Officers, Employees, §718.4
 Willful Disturbance, §718.3
 Public Health: Smoke Free Air §641.153
 Use of Computers, §622.51A, §702.1A, §702.14, §714.1, and §716.6B

Approved by Trustees 10/20/2025