

<b>Library Policy Infractions</b>	Informed of Policy & Warned about future infractions.	Library privileges suspended for 1 day	Library privileges suspended for 1 Week	Library privileges suspended for 1 Month	Library privileges suspended for 6 months	Library privileges suspended for 1 Year
(1) Committing or attempting to commit any activity that would constitute a crime or a violation of federal, state or local law.	No Warning	. . .	. . .	. . .	. . .	Immediate.
(2) Possessing, selling, distributing, displaying or using any dangerous weapon upon the Library Premises or using or threatening the use of any other object in such a manner that it may be considered a weapon.	No Warning	. . .	. . .	. . .	. . .	Immediate.
(3) Engaging in any physically intimidating or assaultive behavior; making any threats of violence or unlawful activities toward library staff or other library patrons; using threatening, abusive or obscene language. The Library has a policy of zero tolerance for threats and acts of violence. Any person engaging in such behaviors will be immediately ejected from the Library Premises.	No Warning	. . .	. . .	. . .	. . .	Immediate.
(4) Possessing, selling, distributing, consuming or being under the influence of any intoxicating beverage or controlled substance.	No Warning	. . .	. . .	Immediate.	2nd offense	3rd offense
(5) Trespassing by entering or remaining on the Library Premises after having been notified by an authorized individual not to do so, and entering or remaining on the Library Premises during the time in which an individual's library privileges have been suspended.	No Warning	. . .	. . .	Immediate.	2nd Offense	3rd offense
(6) Refusing to follow the directions of library staff to include failing to take shelter in an emergency as directed by staff.	Informed of Policy and warned about future infractions.	1st offense	2nd offense	3rd offense	4th offense	5th offense
(7) Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to library patrons or staff including without limitation stalking, prolonged staring at or following another with the intent to annoy, or intentionally behaving in a manner that could reasonably be expected to annoy or disturb other patrons.	Informed of Policy and warned about future infractions.	1st offense	2nd offense	3rd offense	4th offense	5th offense
<b>(8) Leaving children under the age of ten (10) unattended on the Library Premises. (See Section V. Concerning the Behavior and Supervision of Minors in Youth Services Areas of the Library). Separate procedures.</b>						
(9) Engaging in any sexual contact, activities or conduct including without limitation the physical manipulation or touching of a person's sex organs through a person's clothing in an act of apparent sexual stimulation or gratification.	No Warning	. . .	. . .	. . .	. . .	Immediate.
(10) Selling, soliciting, surveying, distributing written materials, panhandling or canvassing for any political, charitable or religious purposes inside a library building or on the Library Premises without prior authorization of the Library Director or designee.	Informed of Policy and warned about future infractions.	1st offense	2nd offense	3rd offense	4th offense	5th offense
(11) Smoking or other use of tobacco products including electronic cigarettes and chewing tobacco anywhere on the Library Premises.	Informed of Policy and warned about future infractions.	1st offense	2nd offense	3rd offense	4th offense	5th offense
(12) Eating while using library computers or in spaces designated as free from food.	Informed of Policy and warned about future infractions.	1st offense	2nd offense	3rd offense	4th offense	5th offense
(13) Sleeping, lying down, napping or dozing in or on any floor, couch, table, or seat on the Library Premises.	Informed of Policy and warned about future infractions.	1st offense	2nd offense	3rd offense	4th offense	5th offense
(14) Engaging in conduct that disrupts or interferes with the normal operation of the library, or disturbs library staff or customers, including but not limited to, talking loudly, arguing, yelling, cursing, using personal electronic equipment including, but not limited to, pagers, stereos, televisions, cellular telephones, computers and tablets at such a volume or making ongoing noise that is unreasonably disturbing to other library patrons, conduct that involves the use of abusive or threatening language or gestures, conduct that creates unreasonable noise, or conduct that consists of loud or boisterous physical behavior or talking.	Informed of Policy and warned about future infractions.	1st offense	2nd offense	3rd offense	4th offense	5th offense
(15) Emitting strong pervasive odors, including odors caused by perfume or cologne that unreasonably interferes with library user or staff comfort, safety, use, or peaceful enjoyment of the library, without limitation.	Asked to leave immediately; may return when problem is corrected	. . .	. . .	. . .	. . .	. . .

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<b>(16)</b> Bringing in items, excluding personal items (purse, laptop, briefcase), that occupy floor space in excess of 14" W x 17" H x 20 L." Items are measure in totality and must be placed and fit easily into a measuring box of the above dimensions.	Asked to leave immediately; may return when problem is corrected	. . .	. . .	. . .	. . .	. . .
<b>(17)</b> Dressing inappropriately for a public building including attire that does not sufficiently cover those parts of the body considered private; failing to wear shoes or a shirt inside a library building.	Asked to leave immediately; may return when problem is corrected	. . .	. . .	. . .	. . .	. . .
<b>(18)</b> Using library materials, equipment, furniture, or buildings in a manner inconsistent with the customary use thereof; or in a destructive, abusive or potentially damaging manner; or in a manner likely to cause personal injury to themselves or others.	Informed of Policy and warned about future infractions.	1st offense	2nd offense	3rd offense	4th offense	5th offense
<b>(19)</b> Interfering with the safe and free passage of library staff or patrons on the Library Premises, including without limitation the placement of objects in hallways, aisles, flooring or elsewhere in a manner that impedes the free passage of such persons inside the Library Premises. Personal items left by patrons will be kept for ten (10) days; however, the Library is not responsible for any personal items left on the Library Premises.	Informed of Policy and warned about future infractions.	1st offense	2nd offense	3rd offense	4th offense	5th offense
<b>(20)</b> Bringing any animal into the library except service animals or animals used for educational purposes as part of pre-approved library programs.	Asked to leave immediately; may return when problem is corrected	. . .	. . .	. . .	. . .	. . .
<b>(21)</b> Leaving an animal tethered and unattended on the Library Premises.	Asked to leave immediately; may return when problem is corrected	. . .	. . .	. . .	. . .	. . .
<b>(22)</b> Bringing bicycles or other similar devices inside library buildings, including, but not limited to, vestibules or covered doorways.	Asked to leave immediately; may return when problem is corrected	. . .	. . .	. . .	. . .	. . .
<b>(23)</b> Impeding access to the Library Premises or otherwise interfering with the free passage of library staff or customers in or on Library Premises, including without limitation placing objects such as bicycles, skateboards, backpacks or other items in a manner that interferes with free passage of patrons.	Informed of Policy and warned about future infractions.	1st offense	2nd offense	3rd offense	4th offense	5th offense
<b>(24)</b> Operating roller skates, skateboards or other similar devices in or on the Library Premises.	Informed of Policy and warned about future infractions.	1st offense	2nd offense	3rd offense	4th offense	5th offense
<b>(25)</b> Placing personal belongings on or against library buildings, furniture, equipment or fixtures in a manner that interferes with library staff or patron use of the library facility, or leaving personal belongings unattended.	Informed of Policy and warned about future infractions.	1st offense	2nd offense	3rd offense	4th offense	5th offense
<b>(26)</b> Entering nonpublic areas of the Library Premises without permission.	Informed of Policy and warned about future infractions.	1st offense	2nd offense	3rd offense	4th offense	5th offense
<b>(27)</b> Using library restrooms or facilities improperly for purposes such as bathing, shaving, washing hair or changing clothes.	Informed of Policy and warned about future infractions.	1st offense	2nd offense	3rd offense	4th offense	5th offense
<b>(28)</b> Taking any library materials into restrooms.	Informed of Policy and warned about future infractions.	1st offense	2nd offense	3rd offense	4th offense	5th offense
<b>(29)</b> Bringing firearms, weapons, fireworks, or other dangerous substances on the Library Premises	No Warning	. . .	. . .	. . .	. . .	Immediate.
<b>(30)</b> Engaging in any other activities that are inconsistent with those activities normally associated with the use of public library facilities that include without limitation reading, studying, and using library materials or computers or attending programs.	Informed of Policy and warned about future infractions.	1st offense	2nd offense	3rd offense	4th offense	5th offense
<b>(31)</b> Violating the library's rules for acceptable use of the internet and library public computers. A user accepts these rules before accessing the Internet through a library computer. Copies of these rules will be made available by staff upon request.	Informed of Policy and warned about future infractions.	1st offense	2nd offense	3rd offense	4th offense	5th offense

Approved by Chattanooga Public Library Board of Directors May 5, 2015

## Chattanooga Public Library Lost and Found Policy

The Chattanooga Public Library (the "Library") is not responsible for the security of personal items brought into any library facility. Unclaimed items are managed in accordance with the following guidelines:

- Lost and Found items will be dated and stored for a period of ten (10) days at central sites in all library facilities. Reasonable attempts will be made to contact the owners (to the extent ownership is known) to reclaim their lost items. Items not claimed within ten (10) days become Library property.
- If the owner of a Lost and Found item satisfactorily identifies the lost item, the item will be returned.
- Perishable items such as food and personal care items will be disposed of immediately.
- Unclaimed identification documents and items, including credit cards, wallets, laptops, cell phones, etc. will be turned over to the Chattanooga Police Department if not claimed within ten (10) days.
- Bicycles chained to the bike rack for longer than five (5) days will be removed and turned over to the Chattanooga Police Department.
- After ten (10) days unclaimed books will be given to the Friends of the Chattanooga Public Library organization and unclaimed money will be deposited in the Library donation box.
- After ten (10) days, clothing will be disposed of, or donated to a charity as appropriate.

Approved by the Chattanooga Public Library Board of Directors on May 5, 2015.

## **Travel Report**

### **April-June 2015 Travel**

**Corinne Hill, Executive Director**

**April 29-30, 2015 Libraries 2025 Conference in Toronto, Ontario. Corinne will be presenting at this conference on Continuous Improvement and Innovation. (Paid for by the Ontario Library Service-North.)**

**May 1, 2015 Houston Public Library, Houston, Texas  
Corinne will be the keynote speaker for the Houston Public Library Staff Training Day. (Paid for by the Houston Public Library.)**

**May 5-8, 2015 Maryland/Delaware Library Association, Ocean City, Maryland. Corinne will conduct a workshop on developing, empowering, and recruiting staff for risk taking in modern librarianship. (Paid for by the Maryland Library Association.)**

**May 25-26, 2015 Knight Foundation Workshop on Cultivating Amenities in Chicago, Illinois. (Paid for by the Knight Foundation)**

**June 2-4, 2015 LabMan 2015 Conference, University of North Texas, Denton, Texas. Corinne will be presenting at the conference. (Paid for by the University of North Texas)**

**Nate Hill, Assistant Director**

**May 8-12, 2015 12NY Conference in Saratoga Springs, New York  
Nate will speak and lead a workshop on open data ecosystems.  
(Paid for by the 12NY Conference.)**

**Alei Burns, Manager of the South Chattanooga Branch Library**

**May 27-29, 2015 Public Library Association of Quebec,  
Montreal, Quebec. Alei will do a presentation on Every Child Ready to  
Read (Paid for by Public Library Association of Quebec)**

**Sarah Anne Brewer, Library Assistant II**

**June 15, 2015 Tenn-Share Board Meeting in Nashville, Tennessee  
Sarah Anne is the library representative to the Tenn-Share Board.  
(Paid for by the City of Chattanooga)**