

PATRON CODE OF CONDUCT

Welcome to the Loogootee Public Library. Our goal is to offer the best service possible to library patrons and visitors in an inviting environment. You can help us achieve this by following these rules:

The following list, *that is by no means complete*, includes examples of behaviors for which any individual may be asked to leave the library or library properties, or have library services access revoked.

The following behaviors will not be tolerated. Engaging in one or more of these behaviors may result in suspension of use of the Library either for a defined period of time or permanently:

Preschool children must be accompanied by a parent/adult when in the Children's Department. Parent/adult caregivers should not leave young children unattended while using other areas of the library, unless that child is participating in a supervised, scheduled program such as a story time or an after school special. Children under the age of seven (7) must be accompanied by an adult or guardian at all times.

The following are not permitted on library property:

- No loud, abusive, or obscene language
- Verbal or physical abuse of staff or patrons
- Violation of copyright laws
- Solicitation, gambling or panhandling, including distributing printed materials or conducting surveys
- Unauthorized removal or attempted removal of materials
- Any form of sexual misconduct, including exposure, offensive touching or sexual harassment of other patrons or staff
- Unauthorized animals
- No use of tobacco products
- Horseplay, running, fighting, or playing
- Sleeping
- No bicycles, scooters, skates, or roller blades. All bicycles should be parked in the bike racks while owners are using the library facilities.
- Any behavior that presents an eminent danger to the life or safety of others.
- Possession of controlled substance
- Begging, solicitation, or sales
- Any illegal behavior
- Disruptive conduct
- Weapons
- Verbal altercations
- Entering or exiting from unauthorized doors
- Persons consuming illegal drugs or alcohol or under the influence of drugs or alcohol are not permitted on the library property.
- Improper Internet usage
- Reconfiguring computer software offered by the Library

Library management has the discretion to discard personal items left unattended on Library property in order to preserve a safe environment for Library guests and staff

Any unauthorized vehicle left in the employee parking lot may be towed at the owner's expense.

In the event that a patron violates any of these rules, a staff member will tell the individual that his/her behavior violates the Patron Code of Conduct, and that it must stop.

If the individual continues the behavior, a staff member will inform the patron that he/she will be asked to leave the library if the behavior does not stop immediately.

Theft, damage, or destruction of library property is a crime and will be prosecuted.

Shirts and shoes are required while on library property.

Inappropriate behavior, which disrupts other library users or staff, is not permitted.

Any person who poses a health or sanitary risk or a nuisance to other persons, causes damage to library property, or does not cooperate with library staff when asked to follow library policy will be requested to leave the premises.

Finally, if the patron continues the behavior, he/she will be asked to leave the library. If the patron refuses, the police will be called to remove the patron from the premises. Under no circumstances will a library employee touch the patron in any way. The staff member who deals with the patron, and any staff members who witness the interaction, will complete an incident report.

If asked to leave the library, a patron may not return to the library for a specific amount of time or banned completely. This decision will be made by the director. If this happens, a certified letter will be sent to the patron informing him/her of the ban, explaining what behaviors have prompted the library to take this action, and outlining what will be expected of the patron in order to return to the library. A copy of the letter will be kept on file at the library. In some cases, a violation of the conduct rules may result in legal prosecution.

If an unattended child is left at the library at closing time, one of the staff members will make sure that an adult has been contacted to pick him/her up. A staff member will remain with the child until he/she is picked up. If the child has not been picked up after fifteen (15) minutes, the library employee will call the police.

A patron child is never to be placed in a staff member's automobile and taken anywhere.

Members of the library staff will enforce this policy. When deemed appropriate by the staff member(s), the appropriate authorities will be contacted. Repeat violators and/or those who refuse to leave will be subject to arrest and prosecution under Section 35-43-2-2 of the Indiana Code entitled "Criminal Trespass."

With everyone's cooperation to the above policy, the library will continue to be a pleasant environment for our patrons and visitors.

The Board of Trustees of the Loogootee Public Library reserves the right to change this policy without notice.

These policies and rules as stated above will be posted in a public area of the library building.

Adopted: 5/2011

