

BARTHOLOMEW COUNTY PUBLIC LIBRARY

POLICY FOR LIBRARY USER'S CODE OF CONDUCT

- A. Bartholomew County Public Library will ensure a safe, orderly, and inviting atmosphere for users and for library staff.
- B. Library staff or uniformed officers will intervene:
 - A. To stop prohibited activities that affect others' use of the library facilities and library services.
 - B. To stop the actions or behaviors of an individual who prevents staff members from providing adequate services to other users.
- C. Prohibited behaviors include:
 - 1. Any action that presents a danger to the safety of others.
 - 2. Public intoxication or acting under the influence of illegal drugs.
 - 3. Smoking or the use of other tobacco products or electronic smoking devices on Library property.
 - 4. Distribution or selling of drugs or smoking materials on Library property.
 - 5. Deviant, threatening or abusive behavior.
 - 6. Displaying weapons in a threatening manner.
 - 7. A public disturbance in general or directed at any specific person or persons.
 - 8. Harassment or intimidation, or the attempt thereof, of a library user, staff member, or Library Board member via telephone, email or in person.
 - 9. Repeated demands for services that are beyond reasonable and typical library services as described in BCPL's "Policy for Providing Library Services – Extents and Limitations".
 - 10. Use of obscene language.
 - 11. Physically blocking or impeding access to building entrances, doorways, aisles, equipment, stairways, or elevators
 - 12. Gambling on Library property.
 - 13. Using Library computers to view pornography or do online gambling.
 - 14. Running and/or roughhousing.
 - 15. Skateboarding and inline skating.
 - 16. Fighting.
 - 17. Throwing objects.
 - 18. Sleeping.
 - 19. Eating in indoor public areas.
 - 20. Solicitation including distributing printed materials or conducting surveys.
 - 21. Excessive displays of affection or sexually inappropriate conduct including exposure, offensive touching, or sexual harassment of library users or staff.
 - 22. Offensive smells or sounds that constitute a nuisance.
 - 23. Disruptive use of pagers or cell phones.
 - 24. Failure to wear shoes and a shirt inside of the library building.
 - 25. Failure to respond to an emergency take-cover or evacuation when directed to do so by a staff member.

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POLICY FOR LIBRARY USER'S CODE OF CONDUCT (page 2)

- D. Animals are prohibited from library buildings with the exception of service animals.
 - 1. No unattended animals are allowed on library property.
- E. Enforcement of this policy includes:
 - 1. A staff member will notify the individual that his/her behavior violates the Library User's Code of Conduct and that it must stop.
 - 2. If the behavior continues, a staff member or uniformed officer will inform the user that he/she must leave the library immediately.
 - 3. A library staff member can call the police or rely on the assistance of uniformed officers contracted by the library.
 - 4. Repeated violations of the User's Code of Conduct will cause a user to be banned from receiving Library services on Library property and by telephone.
 - 5. A user may be banned from the library for a specific length of time as decided by the Library Director, Assistant Director, or Supervisor of the area in which the disturbance occurred.
 - 6. Trespass warnings will be issued with the help of uniformed officers or police. The initial period of time typically will be 1 month and escalate as follows with each new offense: 3 month, 6 months, 1 year.
 - 7. The Library Director, Assistant Director, or Library Board can direct the board's attorney to declare such a banning via letter.
- F. Staff actions include:
 - 1. A Library employee will not touch a library user or attempt to remove an object from the user.
 - 2. The staff member who interacts with the user as well as any other employee who witnesses the interaction, will complete an incident report.
- G. A person who is banned from the Library still is eligible to use online services including BCPL database and downloadable services.