

## **Morgan County Public Library Patron Behavior Policy**

### **General**

The Morgan County Public Library is open to all to provide access to the information, ideas and meeting rooms therein. No individual or group has the right to interfere with anyone else's right to use the library for these purposes. Acceptable uses of the Library are studying, reading, researching, using library resources, meeting quietly in small groups, attending programs, and using the meeting room.

### **Unacceptable Behavior**

Unacceptable behavior includes, but is not limited to:

- Disruptive behavior such as: running, horseplay, throwing items or other forms of mischief
- Behavior that interferes with another person's use or enjoyment of the library
- Behavior that could result in injury to oneself or others
- Illegal activities
- Behavior that could result in loss or damage to Library or patron property
- Behavior that threatens, harasses or intimidates
- Behavior that interferes with staff work or library activities
- Alcohol, smoking (including e-cigarettes), or use of tobacco products is prohibited
- Apparent intoxication or impairment due to alcohol, drugs or other chemical substances
- Sexual behavior
- Selling, polling, soliciting, begging or panhandling
- Failure to adequately supervise children
- Loitering
- Excessive noise such as: singing, talking loudly, or using electronic devices
- Sleeping

All infractions will be documented. For minor infractions, a staff member will notify the individual that they are in violation of the standards of conduct and will provide one verbal warning. A patron who disregards that warning will be required to leave the premises for the day. A second occurrence will result in a thirty-day ban, and a third occurrence will result in a longer ban, up to and including a permanent ban depending upon the severity of the infraction. Patrons will be banned immediately and permanently for major infractions such as those involving threatening, destructive or violent behavior, or illegal activities. Major infractions include, but are not limited to: fighting, assault, brandishing weapons, verbal threats, vandalism, destruction of property, indecent exposure or any activities that are against the law. Unlawful activities will be reported immediately to the police. The Library Director will report anyone who has been banned for thirty days or more to the Board of Trustees. Individuals who have been banned from the Library may appeal their ban to the Board of Trustees in writing.

Repeat violators and/or those who refuse to leave will be subject to arrest and prosecution under Indiana Law including, but not limited to, Section 35-43-2-2 of the Indiana Code.

### **Smoke-Free Campus**

The use of tobacco, tobacco products, and smoking related products\* is strictly prohibited in library buildings, and on library property including, but not limited to, parking lots, walkways, sidewalks and steps. The library is 100% tobacco free, both inside and out. *\*Prohibited products include, but are not limited to, cigarettes, electronic cigarettes (ecigs), vaporizers, cigars and cigarillos, hookah smoked products, pipes, and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco (e.g. snus). Any product intended to mimic tobacco products or the smoking of any other substance is prohibited.*

### **Animals**

Animals of any kind are prohibited inside the Library unless it is a service animal individually trained to provide assistance to an individual with a disability, or as part of a Library-sponsored program. No unattended animals are allowed on library property.

### **Children**

Children under the age of 6 must be within eyesight of an adult caregiver at all times.

Children ages 6-10 may not be left in the building without the supervision of an adult or older sibling unless participating in a specified library program. Supervision means that an adult or older sibling, physically in the building, knows where the child is and the child knows where the caregiver is and how to reach them. As all children mature at different rates, parents should monitor their children's behavior until they are sure their child is mature enough to follow the rules. Until that time, parents should remain within close proximity of their child.

Some areas of the library are intended to be primarily for adults, and children may need closer supervision in these areas.

If a parent or caregiver places a child in a position of danger through neglect, we must report the situation to law enforcement or child protection agencies. If children age 10 or under are left unattended in the library at closing time and parents cannot be reached by telephone, the police will be asked to take charge at Library closing.

Children 11-18 years of age may use the library unattended as long as their conduct is acceptable according to this policy. Disruptive behavior will not be tolerated, and children will be held to the same standards of conduct as adults. Parents remain responsible for their children even when the parent is not present in the building.

### **Electronic Devices**

As a courtesy to others, please silence your electronic devices and conduct your conversations quietly.

### **Skateboards, Rollerblades, Scooters and Bicycles**

Skateboards, rollerblades, scooters and bicycles may not be ridden on Library property. If skateboards are brought into the building, they must be kept with the patron in a way that will not endanger other patrons or block access.

### **Food and Drinks**

Snacks and securely covered drinks are permitted in the library, but are not allowed in computer areas, or within three feet of library equipment. Meals are not permitted. Spills should be reported promptly. Leftover food and containers must be disposed of promptly and properly.

### **Clothing**

All visitors must wear shoes and clothing that adequately covers the torso/trunk while in the library. Bikini tops, cut-out shirts and other garments that expose significant portions of the body or undergarments, along with clothing that displays offensive images or language are unacceptable. Visitors will be asked to leave if they are in violation of this policy.

### **Photography and Video**

Casual amateur photography, filming, and videotaping is permitted in public areas of Library facilities, provided that the photography does not interfere in any way with Library operations, capture personally identifiable information of individuals, or capture any identifiable likenesses of individuals without their permission. Any such photographers/videographers are responsible for arranging all necessary releases and permissions from persons who are filmed or photographed, or their parent/guardian, if a minor.

No commercial or media photography or filming may occur in Library facilities without the prior written permission of the Director. Such approval shall contain the conditions under which the commercial/media photography or filming will take place, and address the rights to ownership of the photos/films.

### **Social Media**

The library's social media sites serve as "limited public forums." The library sets rules for use of its online venues and social media sites, just as it does for use of its other resources and communications. Comments/posts will be moderated by library staff for content and relevancy. The library reserves the right to deny or remove, in whole in or in part, any comments, tags, and/or images that violate the law, the rights of any third party, library policy, or that may be considered objectionable or inflammatory. Violations include, but are not limited to:

- off-topic and/or disruptive posts
- commercial promotions or spam
- duplicated posts from the same individual
- threatening language and personal attacks
- private, personal information published without consent
- obscene or libelous content
- copyright infringement/plagiarized material
- political advocacy
- posts that violate laws or library policies

The library is not responsible for the content on the pages of friends, fans, or followers of the library. The library does not endorse or review content of third-party sites.

Approved by the Morgan County Public Library  
Board of Directors October 25, 2021

Users of all ages have the responsibility to protect their privacy and should not post personally identifying information, such as last name, school, age, phone number or address. The library does not act in place of, or in the absence of, a parent.