

Monroe County Public Library Behavioral Rules

As a visitor to the Library, you can expect excellent service, respect for your privacy, and a welcoming environment. The Library is a place that belongs to everyone. The Library has established basic rules of courtesy so that its facilities are pleasant places for all to visit.

If your conduct or activities violate these rules, you will be asked to change your disruptive behavior. Failure to do so may result in the loss of Library privileges, up to and including removal from Library premises and contacting police. The Library defines "disruptive behavior" as any act that interferes with Library service or with someone else's use of the Library.

Disruptive behavior includes, but is not limited to:

- Possession of alcohol, illegal substances, or a weapon (*except as permitted under Indiana Code 35-47-11.1*) on Library property
- Abusive, threatening, or harassing behavior in any form
- Mutilation, defacement, or theft of Library materials and equipment or the private property of staff or other visitors
- Selling, polling, soliciting, panhandling, or loitering on Library property
- Intoxication or impairment
- Sexual behavior
- Use of devices that disrupt others' use of the Library
- Use of furniture, Library equipment, and facilities in a manner for which they were not intended
- Trespassing by entering or remaining on Library premises after having been notified by an authorized individual not to do so, and entering or remaining on the Library premises during the period in which an individual has been banned from the premises
- Refusing to follow the directions of Library staff

Other rules for the comfort and safety of visitors and staff include, but are not limited to:

- Children under the age of 7 may not be left unattended anywhere in the library.
- The use of tobacco, tobacco products, and smoking-related products* is strictly prohibited in Library buildings and vehicles, and on Library property. The Library is 100% tobacco-free, both inside and out. *Prohibited products include, but are not limited to, cigarettes, electronic cigarettes (e-cigs), 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.
- Food is allowed in the Library. Drink containers must have secure lids. Leftover food and containers must be disposed of promptly and properly. The Library has designated specific areas for food and drink.
- Use of Library office equipment and/or telephones by visitors is not permitted. Courtesy phones for emergencies are available at the information desks at any facility.
- Only service animals or animals involved in Library programs are allowed in the Library. No unattended animals are allowed on Library property.
- Visitors who wish to take photographs or videotape or use other recording devices have the sole responsibility of obtaining permission from the individuals involved or by the parents or guardians of minors.
- All briefcases, luggage, handbags, packages, overcoats, and shopping bags *may be* inspected by Library security staff at any time.
- All visitors must wear shoes and shirts while in the Library.
- Visitors may not enter non-public areas unless accompanied by Library staff. No roller blades, scooters, or skateboards may be used on Library property.

Banning and Ban Appeal Procedure:

After staff determine that a person has engaged in severe or repeat misconduct and staff has determined that the individual involved should be banned:

- Staff will issue, or cause to be issued, a written ban notice to the individual involved notifying the individual that they are banned from all Monroe County Public Library locations. The letter shall indicate the reason for the ban and the time period of the ban, and the process for appealing the ban.
- The Director and/or her designee will review and may reconsider the decision to ban an individual upon written request of the individual and may shorten or terminate the banning period if information submitted by the individual warrants such modification. Until such time as staff banning letter has been reviewed and/or modified by the Director or designee, the individual may not use the Library.
- Individuals banned for more than 30 days need to meet with the Building Services and Security Manager and/or their designee to review Library behavior rules before being allowed to resume Library services.

Approved by the Libray Board of Trustees July 17, 2019

Updated July 19, 2019
