



## Patron Rules of Conduct Policy

The Starke County Public Library Board of Trustees has established certain standards of acceptable behavior to promote a safe, attractive, comfortable, and orderly atmosphere; to ensure every person's ability to use the library and library materials to the maximum extent possible; and to have reasonable access to library facilities without interference from any other person. Employees are expected to use their best judgement in the spirit of this policy.

The Library cannot be responsible for personal property brought into the library and left unattended.

### **The Starke County Public Library supports the rights of all individuals to:**

- Friendly, courteous, and respectful service;
- Free and equal access to information;
- Privacy and confidentiality in their use of library services and collections;
- A clean, comfortable, and pleasant environment; and
- Use of the library undisturbed without threat of harm, bullying, interference, or discrimination.

### **Use of library facilities and resources implies acceptance of our Patron Rules of Conduct, which are based on these basic principles:**

- Respect other patrons and their rights to have a positive experience in the library.
- Respect library employees whose responsibility it is to help you get the most from your library experience and to maintain a safe and comfortable atmosphere for all patrons.
- Respect all library facilities, materials, computers, equipment, and resources, and understand and follow rules related to their use.

Any activity that interferes with the rights of other patrons to use the Library, disrupts the normal functioning of the Library, that could result in injury to oneself or others, or could result in damage to the facilities, equipment, or materials is considered disruptive and unacceptable behavior.

The Library reserves the right to require anyone who engages in disruptive behavior to leave the premises, the right to restrict privileges for a specified period of time, and the right to ban the individual from the Library for a specified period of time. In most cases, a staff member will notify the individual that he or she is in violation of the standards of conduct and will provide one verbal warning. It is expected that patrons will follow federal, state, and local laws and library board

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policies. Library employees are authorized to call the police for assistance in the case of violent behavior or illegal activities.

**Disruptive behavior includes, but is not limited to, the following:**

1. Abuse of Library Equipment, Furniture, and Materials: Includes but is not limited to placing feet on tables and chairs, standing on furniture, mutilating or defacing books or periodicals, and mistreating equipment or computers.
2. Animals: Animals are not allowed in the Library, with the exception of those needed to assist a disabled person or in the case of a library-sponsored program. See Service Animal policy for more information.
3. Audible use of radios, CD players, or other electronic devices is not allowed in the Library.
4. Bikes, Rollerblades, Skateboards, and Scooters must not be ridden anywhere in the library. Equipment, for the transportation of infants and toddlers and that is used to assist the elderly or handicapped individuals, is welcome in the library.
5. Boisterous Behavior: Includes running, horseplay, and annoying other patrons.
6. Cell Phones: Cell phones must be set to silent or vibrate mode if turned on inside the Library. Talking loudly on cell phones and ringing cell phones are not allowed. Keep calls short and quiet.
7. Fighting: Includes any type of fighting, whether real or pretend.
8. Food/Beverages: Food may not be brought into the Library. Beverages in closed containers are allowed in the Library.
9. Improper Attire: Patrons must wear shoes and shirt in the Library building.
10. Intoxication: under the influence of alcohol or drugs.
11. Littering
12. Loitering: An example is blocking the entryway or lobby. Disruptive groups congregating on Library grounds will be asked to disperse.
13. Noise: Excessive noise or noise that disturbs others.



14. Non-public Areas: Patrons are not allowed in the staff work areas, library offices, or basement unless accompanied by a staff member. Patrons are also not allowed in the mechanical pit outside the building.
15. Obscene Language or Activity
16. Public Displays of Affection: Excessive displays of affection are inappropriate behavior for the Library.
17. Smoking, Chewing Tobacco, and Vaping: The use of all forms of tobacco is prohibited in the Library.
18. Dangerous Weapons: Except for law enforcement officers, possessing on the library property any dangerous weapon, including but not limited to the following items, regardless of any permit for the same:
  - a. Knives,
  - b. Billy clubs,
  - c. Blackjacks,
  - d. Nunchuks,
  - e. Throwing stars,
  - f. Electric devices meant to disable or incapacitate someone,
    - i. An individual may possess a chemical spray, such as mace, if such device is carried only for personal self-defense and is not brandished about or displayed in an aggressive or threatening manner.
19. Soliciting & Surveys: There shall be no sale of tickets, goods, or services, or solicitations, even for a charitable cause, made in the Library unless it is on behalf of the library, or directly related to the Library's operation. Surveys or petitions are prohibited unless the petition or survey is for Library purposes.
20. Unattended Children: A responsible adult must attend children under the age of 5 years; the responsible adult must be close enough to both see and hear the child. See Unattended Children Procedure for more information
21. Illegal Behavior: Engaging in any activity in violation of Federal, State, local or other applicable law, or Library policy.

### **Posting of Conduct Policy**

This policy shall be made available in the library, on the library website, and copies shall be available upon request.