

Patron Code of Conduct

1. All library patrons and visitors are asked to respect the Library's mission and are required to behave appropriately while on the premises. To ensure that all patrons and visitors are able to use the Library's resources and services effectively, the Noble County Public Library (NCPL) requires all patrons and visitors to comply with all applicable federal, state, and local laws as well as the following rules and regulations.
2. Behavior that interferes with library services and activities (including the ability of library staff to perform their work and the ability of other patrons to effectively use and enjoy the library facilities) is prohibited in all areas of the library building and on library property.

This includes:

- a. Unauthorized removal or attempted removal of materials without proper checkout or other official library authorization; mutilation, defacement, or misuse of library property; obstruction of the use of library equipment, resources, or facilities.
- b. Being in an unauthorized area; remaining in the library after closing or after being asked to leave; failure to evacuate in an emergency or during a drill.
- c. Boisterous or disruptive conduct such as fighting, threatening to fight, running, pushing, shoving, wrestling, or throwing things that can be reasonably expected to disturb others.
- d. Obscene or abusive language or acts.
- e. Possession, use, or being under the influence of alcohol or drugs. (This includes possession of drug paraphernalia).
- f. Use of furniture, library equipment, or facilities in a manner for which they were not intended or designed.
- g. Sleeping.
- h. Bodily hygiene, including perfume and unsanitary personal conditions, that is so offensive as to constitute a nuisance to other persons.
- i. Threatening or intimidating others (for example: abusive language, threats of violence or harassment, staring at or following others through the building, engaging in unwanted or inappropriate touching, unwanted or inappropriate sexual advances, innuendo, or jokes).
- j. Unauthorized selling, soliciting, or mass distribution of materials; posting materials in the library or on library premises.
- k. Smoking or use of tobacco products or substitutes within the library or within 8 feet of entrances.
- l. Loitering or interfering with the ingress or egress of others in or on library premises.

- m. Bringing unauthorized animals in the building (except guide/assisting dogs)
 - n. Any behavior that is potentially unsafe or harmful to self or others.
 - o. Use of restroom facilities for any purpose other than that which is intended.
 - p. Bringing in to the library or on library premises any weapons, unless otherwise permitted by law.
3. Internet stations and wifi are located in public areas and patrons are expected to use the Internet in a manner that represents the library environment. Audio shall be muted or headphones/earbuds used. See the *Computers and Internet* policy for more detailed guidelines.
4. Consumption of food or beverages is authorized in most library areas with the exception of the Indiana (or genealogy) room and the Bridge (makerspace room). All trash must be disposed of properly and any spills cleaned up. Damage to library property must be reported to library staff immediately.
5. Patrons/visitors will not be permitted within the library without a shirt or other covering of their upper bodies or without shoes or other footwear.
6. Any violation of federal, state, or local law, ordinance or regulations will be reported to the local authorities.

Patrons or visitors whose conduct or activities violate this Patron Code of Conduct policy will be asked to modify their behavior. Further failure to comply with this policy will result in the suspension of library privileges and removal from the building. The length of the suspension of library privileges and/or eviction from library property shall depend on the nature and seriousness of the offense that required removal, the extent of the disruption caused, any history or prior infractions of this policy or other library policies, and any other relevant circumstances. Suspensions over six (6) months in length must be approved by the NCPL Board of Trustees. For serious offenses that have jeopardized the safety of others or of library property, the NCPL Board of Trustees may suspend privileges indefinitely pending an appeal in writing or in person at an open board meeting that provides reasonable evidence of safety to both patrons and property if privileges are reinstated.

Any patron who is aggrieved by an NCPL conduct decision may appeal in writing to the Director. The appeal must contain a current address for a return response. Loss of library privileges exceeding thirty (30) days may be further appealed in writing to the NCPL Board of Trustees.