

## Patron Code of Conduct

All library patrons and visitors are asked to respect the Noble County Public Library's (Library) mission and are required to behave appropriately while on Library property. To ensure that all patrons and visitors are able to use the Library's resources and services effectively, the Library requires all patrons and visitors to comply with all applicable federal, state, and local laws as well as the following rules and regulations.

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 facilities) is prohibited in all areas of the Library buildings and property.

This includes:

- 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.
- 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.
- Boisterous or disruptive conduct such as fighting, threatening to fight, running, pushing, shoving, wrestling, or throwing things that can be reasonably expected to disturb or harm others.
- Obscene or abusive language or acts.
- Possession, use, or being under the influence of alcohol or drugs. (This includes possession of drug paraphernalia).
- Use of furniture, equipment, or facilities in a manner for which they were not intended or designed.
- Sleeping.
- Bodily hygiene, including perfume and unsanitary personal conditions that disrupt staff or patrons ability to provide or use Library services.
- Threatening or intimidating others to include but not limited to: 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.
- Unauthorized selling, soliciting, or mass distribution of materials. Posting of signs on Library property is prohibited without approval of the Executive Director (Director). Signs may be placed on the public bulletin boards in accordance with policy.
- Smoking or use of tobacco products or substitutes within the library or within 8 feet of entrances.

- Loitering or interfering with the ingress or egress of others in or on Library property.
- Bringing unauthorized animals in the building (except guide/assisting dogs)
- Any behavior that is potentially unsafe or harmful to self or others.
- Use of restroom facilities for any purpose other than that which is intended.
- Bringing into the Library any weapons unless otherwise permitted by law.

Public computers and wifi are located in public areas and patrons are expected to use digital tools in a manner that represents the library environment. Audio shall be muted or headphones/earbuds used. See the *Technology* policy for more detailed guidelines.

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 staff immediately.

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. Swim attire without modest cover up is also not permitted.

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 Library Board of Trustees (Board). For serious offenses that have jeopardized the safety of others or of Library property, the Board 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.