POLICY FOR LIBRARY USER’S CODE OF CONDUCT

A. Bartholomew County Public Library will ensure a safe, orderly, and inviting atmosphere for users and for library staff.

B. Library staff or uniformed officers will intervene:
   A. To stop prohibited activities that affect others’ use of the library facilities and library services.
   B. To stop the actions or behaviors of an individual who prevents staff members from providing adequate services to other users.

C. Prohibited behaviors include:
   1. Any action that presents a danger to the safety of others.
   2. Public intoxication or acting under the influence of illegal drugs.
   3. Smoking or the use of other tobacco products or electronic smoking devices on Library property.
   4. Distribution or selling of drugs or smoking materials on Library property.
   5. Deviant, threatening or abusive behavior.
   6. Displaying weapons in a threatening manner.
   7. A public disturbance in general or directed at any specific person or persons.
   8. Harassment or intimidation, or the attempt thereof, of a library user, staff member, or Library Board member via telephone, email or in person.
   9. Repeated demands for services that are beyond reasonable and typical library services as described in BCPL’s “Policy for Providing Library Services – Extents and Limitations”.
   10. Use of obscene language.
   11. Physically blocking or impeding access to building entrances, doorways, aisles, equipment, stairways, or elevators
   13. Using Library computers to view pornography or do online gambling.
   14. Running and/or roughhousing.
   15. Skateboarding and inline skating.
   16. Fighting.
   17. Throwing objects.
   18. Sleeping.
   19. Solicitation including distributing printed materials or conducting surveys.
   20. Excessive displays of affection or sexually inappropriate conduct including exposure, offensive touching, or sexual harassment of library users or staff.
   21. Offensive smells or sounds that constitute a nuisance.
   22. Disruptive use of pagers or cell phones.
   23. Failure to wear shoes and a shirt inside of the library building.
   24. Failure to respond to an emergency take-cover or evacuation when directed to do so by a staff member.
D. Animals are prohibited from library buildings with the exception of service animals. 
   1. No unattended animals are allowed on library property.

E. Enforcement of this policy includes: 
   1. A staff member will notify the individual that his/her behavior violates the Library User’s Code of Conduct and that it must stop. 
   2. If the behavior continues, a staff member or uniformed officer will inform the user that he/she must leave the library immediately. 
   3. A library staff member can call the police or rely on the assistance of uniformed officers contracted by the library. 
   4. Repeated violations of the User’s Code of Conduct will cause a user to be banned from receiving Library services on Library property and by telephone. 
   5. A user may be banned from the library for a specific length of time as decided by the Library Director, Assistant Director, or Supervisor of the area in which the disturbance occurred. 
   6. Trespass warnings will be issued with the help of uniformed officers or police. The initial period of time typically will be 1 month and escalate as follows with each new offense: 3 month, 6 months, 1 year. 
   7. The Library Director, Assistant Director, or Library Board can direct the board’s attorney to declare such a banning via letter.

F. Staff actions include: 
   1. A Library employee will not touch a library user or attempt to remove an object from the user. 
   2. The staff member who interacts with the user as well as any other employee who witnesses the interaction, will complete an incident report.

G. A person who is banned from the Library still is eligible to use online services including BCPL database and downloadable services.