

# USE OF AND

## BEHAVIOR ON LIBRARY PROPERTY POLICY

The Library Board and staff of the North Judson-Wayne Township Public Library are committed to providing a setting that is welcoming and conducive to education, access of information, and recreational use of Library materials. All individuals who make use of the Library are expected to comply with standards of behavior which allow the Library to maintain such a setting. Any person(s) whose behavior falls outside these guidelines may be asked to leave by Library personnel. Further, any person(s) who violate(s) the rules and regulations of the North Judson-Wayne Township Public Library may be denied the privilege of access to the Library or Library property by the Library Director or his/ her designee. It is the prerogative of the Library to use security cameras in an attempt to enforce this policy and to ensure a safe environment for staff and patrons.

The following describes behaviors for which any individual(s) may be asked to leave the Library building and/or Library property. These examples are by no means exhaustive.

1. Creation of a public disturbance, including, but not limited to the following behaviors:
  - a. loud talking, laughing and yelling
  - b. boisterous socializing
  - c. running and playing
  - d. throwing objects
  - e. loud playing of listening devices
  - f. misuse of Library equipment (OPACS's, etc.)
  - g. bringing in unauthorized animals
  
2. Any behavior/activity which distracts others from their use of the Library, including but not limited to:
  - a. possession of alcohol
  - b. public intoxication
  - c. illegal drugs or weapons
  - d. smoking or use of other tobacco products
  - e. use of obscene language, actions or gestures
  - f. harassment (verbal/written/sexual)
  - g. fighting
  - h. abusive behavior, verbal/physical
  - i. gambling
  - j. solicitation

- k. public indecency
- 3. Any deviant or abusive behavior, whether in general or directed at any specific person or persons.
- 4. Damage, defacement or destruction of Library materials, equipment or facilities.
- 5. Any situation in which a person is observed attempting to steal or to destroy the property of the Library, of a Library user, or of an employee.

As established in IC 7.1-5-12 all facilities and grounds of the North Judson-Wayne Township Public Library are tobacco free. Use of tobacco in any form (including but not limited to cigarettes, cigars, snuff, chewing tobacco, or any other matter or substance that contains tobacco) as well as electronic, "vapor", or any other substitute forms of tobacco products is not permitted on any Library property, which includes all vehicles, sidewalks, parking lots and entrances.

To provide a safe and welcoming environment conducive to library use by children the following rules must be observed.

1. Children under the age of 6 must have a parent or adult caregiver with them during any visit to the Library. Children ages 6 to 12 who are unable to get home by themselves must have a parent or adult caregiver in the Library with them.
2. Children being disruptive will be warned. If their behavior does not cease, the child will be asked to leave the Library or the parent/adult caregiver will be asked to remove the child from the Library.
  - a. If a parent, guardian, or other responsible adult, when contacted, cannot come for the child immediately, staff will explain that the child may remain this time but the police may be called if there is any further problem. Staff will not physically touch or restrain the child.
  - b. If the problem seems severe and parent, guardian, or other responsible adult cannot be located or the situation cannot be resolved the police will be contacted.
  - c. If no contact has been possible with the parent, guardian, or other responsible adult, a letter will be sent with an account of the disruptive behavior and a copy of Library policy

In situations where users ignore warnings or Library personnel feel threatened for themselves or other Library patrons, the appropriate authorities will be contacted.

Repeat violators and/or persons who refuse to leave when requested will be subject to arrest and prosecution under Section 35-43-2-2 of the Indiana Code entitled "Criminal Trespass".

Two (2) oral warnings will be given for disruptive behaviors that do not pose safety concerns. One (1) oral warning will be given for severe disruptive behaviors. If the problem persists after the oral warning(s), the offender will be denied Library privileges for one month. Future violations can lead to permanent denial of Library privileges. Library privileges will be suspended immediately for violations that compromise the safety of staff or patrons.

Minors who continue to engage in disruptive behaviors after two (2) oral warnings may be denied Library privileges except when a parent brings them, stays with the minors, and supervises the minors during Library utilization.

If a patron is denied access to the library facility or materials for any reason, they may submit a Patron Request for Resolution form. This form will be reviewed by the Head Librarian and/or the Library Director.

Adopted: 10/12/1999

Reviewed 6/12/2001

Reviewed 4/13/2004

Reviewed 6/12/2007

Revised 6/11/2013

Revised 06/13/2018

Revised 07/11/2019

## INCIDENT REPORT

Date of incident: \_\_\_\_\_

Time of incident: \_\_\_\_\_

Staff involved: \_\_\_\_\_

\_\_\_\_\_

Patron witnesses: \_\_\_\_\_

\_\_\_\_\_

Description of incident: (Use back of sheet and/or other sheets if necessary.)

Disciplinary action taken:

Reporting person signature: \_\_\_\_\_

# North Judson-Wayne Township Public Library

## Patron Request for Resolution

Cardholder Name	WPL Library Card Number
Your name (if different than cardholder's name)	How are you related to the cardholder? _____ Parent/Legal Guardian _____ Other _____
Street Address _____	
City, State, Zip _____	
Telephone Number _____ Email _____	
Are you a taxpayer in the NJWT Public Library district?      Yes _____ No _____	
What is the issue you would like to resolve? Please describe the issue with as much detail as possible.   	
Have you tried to resolve this issue with a WPL staff member?	
What do you suggest as a fair resolution?   	
Signature	Date
STAFF USE ONLY Received at (location) _____ By (staff name) _____ Date _____ _____ Reviewed by _____ Date _____ _____ Response provided by _____ Date _____	