

# POLICY

**SUBJECT:** Code of Conduct  
**APPROVED BY:** Board of Library Trustees  
**APPROVAL DATE:** February 28, 2013  
**EFFECTIVE DATE:** February 28, 2013  
**NEW ( ) REVISED ( X )**

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The Allen County Public Library makes every effort to accommodate and serve with dedication and respect people of every background, opinion, socio-economic status, appearance, and lifestyle. However, we are also fully justified in requiring certain standards of behavior, decency, respect and decorum from those who use our facilities.

The Code of Conduct is designed to protect the rights of individuals who are in the library or use library materials and/or services, to protect the rights of staff members to conduct library business without interference, and to preserve and protect library materials and facilities.

1. Food and covered beverages are permitted in library facilities except in the Genealogy Center at the main library, around computer keyboards, or in any other areas specifically designated by the library director. Alcoholic beverages are permitted only as authorized in the library's Meeting Room Policy (q.v.).
2. Baby carriages, walkers, manual or motorized wheelchairs: May be used inside library facilities.

Roller skates, roller blades: Must be removed before entering library facilities. May be carried inside library facilities.

Shoes with wheels installed in the heel: May be worn inside library facilities Must be used as shoes for walking; may not be used for rolling along on the wheels.

Skateboards: Must not be ridden inside library facilities. May be carried inside library facilities.

Bicycles, scooters, Segways: Must not be ridden inside library facilities. Must be left outside library facilities. Racks for locking up bicycles and Segways are provided at all library facilities.

Motorcycles: Must not be ridden inside library facilities. Must be left outside library facilities. May be parked in library parking lots.

Motor scooters, mopeds: Must not be ridden inside library facilities. Must be left outside library facilities. May be locked at bicycle racks if space is available.

3. Smoking or the use of tobacco products on library property is prohibited.
4. Individuals may not enter the library without shoes, shirt and pants, or dress/skirt. These items must be worn at all times while in the library.
5. Gambling of any kind, including games of chance, lotteries, raffles, or the sale of tickets for the same, are prohibited on library property.
6. Animals are not allowed on library property, except for leader dogs for the blind, future leader dogs for the blind, dogs for the hearing impaired, other animals used to assist the disabled, or animals involved in library programs. Animals assisting the handicapped must be restrained. Any person claiming an animal, other than the above, is needed for assistance may be asked to produce documentation.
7. Panhandling, soliciting, selling, or other activities that result in the disruption of library patrons or library operations, as determined by the library staff, are prohibited.
8. Circulating petitions, conducting interviews or surveys, or similar activities is prohibited in all library facilities, except only in Meeting Rooms specifically designated in each library facility pursuant to the terms, conditions, rules and regulations governing use of said Meeting Rooms and so long as said activity does not disrupt library patrons or library operations.
9. Computer workstations are to be used only for intended or designated purposes and subject to the library policy on computer resources. (See Policy on Use of Computer Resources)
10. Individuals may not abuse or damage library furniture or equipment, either deliberately or through misuse.
11. Washing or drying clothes, bathing, or shaving in any rest room is prohibited.
12. Individuals who are under the influence of an alcoholic beverage or drug to the extent that their normal faculties are impaired, and/or that they endanger the safety of another person, jeopardize property or create a disturbance, are not permitted on library property.
13. Individuals may not disturb the public peace and quiet by loud or aggressive, boisterous, abusive, profane, or harassing language or behavior.
14. Loitering is not allowed on library property. Individuals who are not using library resources or services, but are merely sleeping or following others through library facilities are considered to be loitering.

15. Individuals are not allowed in library offices and other non-public areas, unless accompanied by a library staff member, or through prior arrangement from a manager.
16. Individuals must obey all other library policies not included under this Code of Conduct, and will be subject to the penalties prescribed for violations of such policies.

First offense: One verbal warning.

Second offense: The violator will be excluded from library property for the remainder of the day.

Third offense: The violator will be excluded from library property for one week.

Fourth offense: The violator will be excluded from library property for one month.

Fifth offense: The violator will be excluded from library property for one year.

Additional violations may lead to the exclusion from library property for an indefinite period of time.

Persons who commit any of the following acts are subject to prosecution and exclusion from library property for one year, or longer in the discretion of the library director, and will be required to make monetary restitution for damage to library property, as determined by the library director.

17. Engaging in violent or disruptive behavior or engaging in any fight on library property.
18. Committing an assault or battery upon any person on library property.
19. Committing or attempting to commit an act of larceny on or with respect to library property, including the removal or attempted removal of books or other library material from library premises without proper checkout.
20. Destroying, damaging, or defacing any library property or property of another party while on library property.
21. Engaging in any indecent or obscene conduct or making any indecent exposure of oneself on library property.
22. Possessing (without a medical doctor's prescription), selling, or giving away any

- controlled substance on library property.
23. Possessing, selling, or giving away any fireworks or explosive device on library property.
  24. Except for law enforcement officers, possessing on library property any dangerous weapon, including but not limited to the following items, regardless of any permit for the same: knife, billy club, blackjack, nunchuks, throwing star, martial arts weapon, pellet or BB gun, paint ball gun, dart gun or electrical device designed to disable or incapacitate someone. An individual may possess a chemical spray, such as mace, as long as such a device is carried only for personal self-defense and is not brandished about or displayed in an aggressive or threatening manner. An individual who possesses a valid permit or who otherwise is legally authorized may possess a firearm, provided that said individual complies with the library's firearm policy.
  25. All individuals possessing firearms on library premises must comply with state and federal law and also **MUST** comply with the following provisions. Failure to comply with these rules will result in removal of said person from library premises and may result in confiscation of the firearm and/or prosecution.
    - (i) Handgun Possession – Ind. Code § 35-47-2-1. No person may possess a handgun on library property or inside any library building (“Library Premises”) unless they also possess a valid permit to carry a handgun in the State of Indiana. Any person carrying a handgun on Library Premises must provide proof of license upon request by library personnel.
    - (ii) Criminal Recklessness – Ind. Code § 35-42-2-2. All firearms carried on Library Premises must be secured in a manner which prevents potential injury or serious bodily harm to any other person or to property.
    - (iii) Criminal Recklessness – Ind. Code § 35-42-2-2 and Pointing a Firearm – Ind. Code § 35-47-4-3. No person may point, brandish or display a firearm in any manner that is intended to threaten or intimidate any library patron or library staff member.
    - (iv) Criminal Recklessness – Ind. Code § 35-42-2-2. Persons may not carry a firearm in any manner which violates Indiana's Criminal Recklessness Statute.
  26. Committing on library property any other act that constitutes a violation of the Indiana Criminal Code or the United States Code.
  27. Additional violations may result in other appropriate penalties or sanctions.