



Code of Conduct on Library Campus Policy

Approved by the Eckhart Public Library Board of Trustees September 10, 2019

Revisions approved April 14, 2021

Revisions approved April 10, 2024

The Board of Trustees of the Eckhart Public Library, recognizing its responsibility to maintain a pleasant, welcoming environment, has established the following policies for all patrons.

Limitations to Library Use

Appropriate apparel, including shirts and shoes, must be worn while on the Library campus. The Library abides by local, state, and Federal law regarding appropriate apparel.

Assistive devices that generate audible noise to assist people with disabilities are permitted.

Patrons may speak on cell phones in all library buildings provided that phone calls do not disrupt other patrons. The library personnel reserve the right at any time to limit the use of cell phones in the library in an effort to provide an appropriate atmosphere.

Animals are not allowed in Library buildings without prior permission of the Executive Director or Executive Director's designee, except service animals as defined under the Americans with Disabilities Act (ADA) and all applicable state and local laws.

Library materials may not be taken into restrooms.

Bicycling, skateboarding, rollerblading, and skating are limited to sidewalks on the Library campus. Bicycles ridden to the library must be stored in the bike racks while owners are using the Library facilities. Due to fire hazard, hoverboards are not permitted in Library buildings.

Snacks and drinks with lids are permitted in Library buildings, except in the Research Room at the Willennar Genealogy Center. Food and drink are discouraged while using a computer. Trash must be disposed of in trash cans or recycled. Patrons should promptly notify staff of any spills.

Inappropriate Behavior

Inappropriate behavior includes any activity that disrupts others, interferes with library operations or the rights of other patrons, monopolizes library resources, creates a safety risk to self or others, or damages or has the potential to damage library materials, facilities, and property, and other inappropriate behavior. Library staff reserve the right to determine what constitutes inappropriate behavior.

Examples of inappropriate behavior that is not permitted on the Library Campus include, but are not limited to:

- Disruptive noise and behavior. Silence should not be expected in the library, but staff will address disruptive behavior. Patrons seeking quiet are advised to move away from service desks, computer workstations, and the Children's Department, and access designated quiet areas at the Main Library building.
- Discourteous behavior towards library staff, use of profanity, and/or any disruptive behavior which interferes with the rights of others or infringes upon a staff member's ability to perform their job.
- Abusive, profane, or obscene language.
- Any form of sexual misconduct, including exposure, offensive or unwelcome touching, and sexual harassment.
- Boisterous behavior including running, throwing, fighting or intentionally annoying other patrons or staff, or behavior that disrupts other library users or staff.
- Use of any tobacco products or smoking, including the use of electronic and smoke-free cigarettes, anywhere on the Library Campus, including parking lots, entrances, and Library Park.
- Being under the influence of or in possession of alcohol or illegal drugs.
- Use of fireworks.
- Possession and/or display of weapons, except those allowed under Indiana State Law.
- Gambling, begging, panhandling, solicitation, or sales.
- Entrance or exit from unauthorized doors or accessing unauthorized areas.
- Behavior that presents danger to the life, well-being, or safety of others.
- Personal hygiene that poses a health, safety, or sanitary risk or nuisance to others.

Safe Child

The Library welcomes children. For their safety, children under the age of 7 must be accompanied by an adult or caregiver 11 years of age or older. The responsibility for the safety and behavior of children while they are in the library rests with the parent or caregiver, including if the caregiver is a minor. Library staff cannot provide childcare or assume responsibility for children's safety. Caregivers may not leave children alone or in the care of other children who are unable or unwilling to provide adequate care. Children under the age of

7 must have a parent/caregiver 11 years of age or older in the immediate vicinity of and in visual contact with the child. Library staff will determine if an exception may be made for children attending a library program without a parent or caregiver in the room.

If a child is disruptive, ill or injured, library staff will ask the parent or caregiver to properly supervise the child. If a child under the age of 7 is found unattended, library staff will attempt to identify the child and locate the parent/caregiver in the library and inform them of library policy. If the parent/caregiver cannot be found or contacted, a staff member will contact the Auburn Police Department to report cases of unattended children for the child's safety.

If a child 7 and under is found to be unattended when the library closes, staff will attempt to reach a responsible adult. After 10 minutes, if library staff is unable to reach a responsible adult, the minor will be considered to be an abandoned child and the police department will be contacted.

If a child is outside of the control of a minor caregiver, according to Patron Code of Conduct and as determined by staff, the child will be treated as an unattended child.

Library staff are not able to keep track of the comings and goings of all children in the library. The library is not responsible if children leave the library unattended.

Indiana State Law [§ 31-33-5-1](#) requires all individuals to report suspected cases of child abuse or neglect.

There are several ways to satisfy the reporting requirements. Indiana Code § 31-33-5-2 provides that a report may be written or oral and that it may be made either to the Indiana Department of Child Services (DCS) or to a law enforcement agency. DCS operates a toll-free hotline, 1-800-800-5556, that accepts reports of child abuse or neglect 24 hours a day. DCS allows these reports to be made anonymously.

Use of Youth Services Spaces

The Children's Department serves children from birth through fifth grade, and The Teen Library serves youth in sixth through twelfth grade. Patrons are welcome to use and check out materials in the Children's Department and Teen Library. However, for the safety and security of youth, patrons outside of the age group served are only permitted in the Children's Department and Teen Library when accompanied by a person in the age group served or while locating materials or resources, unless approved by staff.

Children's Department restrooms are for the use of children in fifth grade and younger and their caregivers. Staff may also enter and use Children's Department restrooms if necessary.

Nursing parents are not required to use the Nursing Nook, as Indiana State Law allows a woman to breastfeed her child anywhere that the law allows her to be. The Nursing Nook at the Main Library is for the use of parents who wish to nurse or express milk in privacy.

Failure to Follow Policy

In the event that a patron violates any of these rules, a staff member will tell the individual that their behavior violates the Patron Code of Conduct and that it must stop. If the individual continues the behavior, the patron will be asked to leave the library. If the patron refuses to leave, the police will be called to remove the patron from the premises.

A patron may be banned from the library for a specific amount of time. In some cases, a violation of the conduct rules may result in legal prosecution.

Vandalism, theft, damage, or destruction of library property will result in suspension of library borrowing privileges, as well as in criminal prosecution.

No-Trespass Notices: The Library Executive Director or in their absence the Director's designee will render a decision regarding the necessity to issue a No-Trespass Notice to any individual who breaks the law, causes a substantial disruption, or violates policies of the library as follows:

Each No-Trespass Notice must be in writing and specify:

- The reason for the Notice
- A description of the specific behavior(s) leading to the Notice

The scope, duration, and other stipulations of the No-Trespass Notices must be proportional to the underlying misconduct.

No-Trespass Notices will be sent via certified mail or will be delivered by the appropriate law enforcement officer(s). Copies of all No-Trespass Notices will be provided to the Auburn Police Department and will be made available to library staff. Library staff will be notified of the name and length of time that a patron is trespassed whenever a letter is issued.