

# BEHAVIOR POLICY

The Wolcott Community Public Library is open to all to provide access to information, cultural activities, and learning. Patrons are expected to spend their time at the facility utilizing the library's resources for productive purposes and treating all others on library property with courtesy and respect. With this in mind, the Library Board has enacted this policy to ensure all patrons can enjoy the Library's resources and the library's staff members can work in a safe and professional atmosphere.

## LIBRARY PATRONS MAY NOT:

- Consume or be under the influence of illicit or intoxicating substances on library property.
- Smoke or use electronic smoking devices or use tobacco products on the library property.
- Partake in boisterous or rambunctious behavior outside of library programming.
- Solicit other customers or staff on library property.
- Eat or drink in library buildings except in areas specifically designated for that purpose.
- Disturb, distract, annoy, or in any way impede the use of the library by other patrons or staff, or any ongoing programs. Patrons may be asked to relocate to an alternate area of the library with accommodations from staff.
- Use offensive language, or display or disseminate any matters harmful to minors as set forth in IC 35-49-3-3.
- Sleep in the library.
- Leave packages, backpacks, luggage, or any other personal items unattended on library property. Unattended items may be secured and inspected by library staff.
- Bring in pets (this includes therapy or emotional support animals) except for certified service dogs or for use in library programs.
- Leave children unattended who engage in disruptive behavior.
- Have offensive personal hygiene, use restrooms for personal hygiene, or visit without wearing a shirt and shoes.
- Harass, intimidate, or discriminate against any staff member or patron, including cursing, sexual or physical comments or threats.
- Steal library materials, customer's property or staff member's property.
- Deliberately destroy/damage or deface any library materials or property.
- Block public walkways with personal items.

## **Suspension/Loss of Privileges**

Any person in violation of this policy, or for any other reason deemed necessary by the director or library staff, may be removed immediately from the property. Failure to leave the library premises after being asked to do so will result in the calling of the authorities.

Should it become necessary to suspend or deny library privileges of a patron in order to protect library collections, facilities or other users from potential infestation (i.e. fleas, bed bugs, roaches), notification of the suspension will be made by the director, other designated staff members and/or police. Access to facilities and borrowing will be restored when the suspended patron demonstrates that the situation that caused the loss of privileges has been remediated.

Patrons who repeatedly violate library policies or create a significant problem at any one time may have their library privileges revoked or restricted at any time. The revocation or denial of Library privileges will be put in writing and mailed to the patron by certified mail, return receipt requested. The patron, within ten (10) days of receipt of the notice of revocation or suspension has the right to appeal the decision of the Library Director by scheduling a meeting with the Library Director. At such meeting, the patron and Library Director will attempt to resolve the issues.

## **Photography/Videotaping**

Persons photographing, videotaping, or recording on library premises must abide by the expectations set in this policy, and they have the responsibility for obtaining the necessary releases and permissions from persons who are to be photographed, videotaped, or recorded. Taking photographs or videotaping of a minor, an individual under the age of 18, requires the permission of the minor's parent or guardian. The library undertakes no responsibility for obtaining these releases.

We often take pictures or shoot videos at library events to use in library publicity materials and on our website. The library reserves the right to document its services and the public's use of the library. Official representatives of the library may take photographs, videotape, or use other recording devices within the library and at library-related events and activities for library purposes. These photographs and video may be copied, displayed, published (including on any library web presence), and telecast for such purposes as promotion, publicity, and news to inform the public about the library. All such photography/videotaping will be in accordance with library procedures. If individuals do not wish us to use a picture or video of them or their child, they should tell a library staff member prior to the event. This policy extends to photographs and filming by library staff at library booths and programs at public events in the community.

*Adopted by the Board of Trustees June 11, 2024*