

Conduct Policy

The Library is supported by the taxes of the people of Muncie and Center Township. They expect Library facilities to be clean, comfortable, and conducive for selecting materials, reading, researching, studying, writing, and attending Library or community sponsored programs and meetings. To this end, the Library is responsible for establishing rules of conduct to protect the rights and safety of Library customers, volunteers, and employees for preserving and protecting the Library's materials, equipment, facilities, and grounds.

Library Conduct

Enforcement of Library Conduct Rules will be conducted in a fair and reasonable manner. Library staff will intervene to stop prohibited activities and behaviors. Failure to comply with the Library's established rules, regulations, and policies could result in removal from the premises. Violations could also result in the restriction and/or termination of Library privileges for one day to one year or more.

Examples of Rules of Conduct

The following actions are examples, but not an exhaustive list, of conduct not allowed on Library property:

- Engaging in any activity in violation of Federal, State, local, or other applicable law, or Library policy.
- Being under the influence of alcohol/illegal drugs or selling, using, or possessing alcohol/illegal drugs.
- Verbally or physically threatening or harassing other customers, volunteers, or staff, including stalking, staring, lurking, offensive touching, and acts such as sex acts and indecent exposure. These may be considered illegal activities and the police may be notified.
- Stealing, damaging, altering, or inappropriate use of Library property.
- Distributing, posting, or conducting surveys not authorized by the Library.
- Trespassing in nonpublic areas, being in the Library without permission of an authorized Library employee before or after Library operating hours, or camping on Library grounds.
- Fighting or challenging to fight, running, pushing, shoving, or throwing objects.
- Creating disruptive noises such as loud talking or swearing, screaming, or banging on computer keyboards.
- Abusive speech or action toward staff or other customers.
- Gambling or other group activities that is disruptive to the Library.
- Using audible devices set at a volume that disrupts others.
- Using cell phones, pagers, and other communication devices in a manner that disturbs others. Audible cell phone and pager ringers must be turned off.
- Using restrooms for bathing, shampooing, or laundry.
- Littering.
- Smoking, use of tobacco products or tobacco-like products including e-cigarettes and vaping, within 25 feet of any Library building.
- Soliciting.
- Entering the Library barefooted, without a shirt, or having offensive body odor or personal hygiene that is disruptive to Library customers or programs.
- Consuming food in unauthorized public areas of the Library, including restrooms except liquids in closed containers.
- Leaving packages, backpacks, luggage, or other personal items unattended. These unattended items may be subject to immediate confiscation.
- Skateboarding, roller-skating, bicycling, scooters, or other devices that are disruptive, obstruct Library entrances or damage Library property.

- Lying down or sleeping in the restrooms or on any floor, couch, table, or seat in the Library and by blocking aisles, exits, or entrances by sitting or lying down in them.
- Failure to provide proper supervision of children.
- Parking in the lot overnight or during non-open hours without permission is against policy.
- Bringing pets or animals, other than service animals necessary for accommodation, into the Library except as authorized by the Director.
- Use of explosives, fireworks, etc.

All bags and other articles are subject to inspection by Library personnel. The Library reserves the right to limit the size and number of items brought into the Library.

Entering the Library signifies agreement with these rules and regulations. Violators of this policy may be asked to leave. If they refuse to do so, the police will be notified and the offender may be prosecuted for trespassing.

Expulsion

Customers may be expelled (asked to leave the Library) for one day or more for repeated offenses, unlawful behavior, or behavior that may jeopardize the safety of employees, customers or property. Expulsion for more than one week will be determined by the Director.

Expulsions of one year or more may be appealed in writing to the Library Board.

Customers expelled by the Library for one year or more will only be reinstated if the customer appeals to the Library Board for reinstatement.

Appeals may be addressed to: President of the Board, Muncie Public Library, 2005 S. High St., Muncie, Indiana 47302. Appeals should state the customer's name, address and reason(s) for expulsion along with information that would support a request for reinstatement.

See also *Illegal or Threatening Behavior Policy; Unattended Child Policy*