

Wabash Carnegie Public Library

Patron Behavior Policy

The Board of Trustees of the Wabash Carnegie Public Library reserves the right to cause to be ejected from the library and to refuse further admission to those individuals who may violate the rights of the staff or library users, or who create disorder in the library in any of the following situations:

- Any situation in which the actions of a person present an imminent danger to the life or safety of others in the library.
- Any situation in which a person is observed in an attempt to steal library property or that of another library user, or to destroy library property.
- Any situation in which a person willfully and purposefully disturbs the staff or other library users or whose behavior is in any way disruptive to the legitimate use of library facilities by others.
- Any situation in which a person's behavior is inappropriate to the use of the library building and property for the purposes for which it is legally constituted.

As with any incident or situation, library staff must make sure to DOCUMENT, DOCUMENT, DOCUMENT...

INAPPROPRIATE BEHAVIOR INCLUDES BUT NOT LIMITED TO:

Molestation	Voyeurism (peeping toms)	Exhibitionism
Running or playing	Loitering	Using obscene language
Disruptive conduct	Public intoxication	Gambling
Bringing pets other than service animals into the library		Smoking
Solicitation	Sleeping	
Entering with no shoes or shirt	Placing feet on tables or chairs	

Those persons who violate these rules can be asked to leave the library, or, when appropriate, be subject to arrest.

Repeated violators and/or those who refuse to leave will be subject to arrest and prosecution under 35-43-2-2 of the Indiana Code entitled "Criminal Trespass."

Length of duration of not allowed into the library if a person is asked to leave for a minor disruptive behavior (not listed in the zero tolerance ones further below) is outlined as follows:

If minor disruptive behavior occurs, patron is given a warning. If it continues, the patron can be asked by staff to leave the library for the day and can't return that day. If the patron returns a following day and disruptive behavior continues, the patron can't return for one week. If the disruptive behavior occurs one week after being banned for one week the expulsion goes up to 6 months. A person may return to the library only if approved by the library's Executive Director. Documentation must occur of every incident and action taken in such cases.

In case when behavior occurs that require zero tolerance and immediate action, a ban or no-trespassing notice can be given for indefinitely. The offender can appeal after 6 months. Behavior resulting in immediate expulsion and indefinite ban are below:

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The behaviors mentioned below will result in immediate expulsion from the library until either legal action is complete or the Library Director has met with the offender to discuss the consequences of the behavior.

1. Stealing, damaging, altering of any library property including, but not limited to, defacing of library materials, vandalizing library equipment, furniture, computers, etc.
3. Stalking which is considered the pursuit of others. It is unsolicited, unwelcome and unreasonable in nature, creates a threatening and intimidating service environment.
4. Committing sexual offenses. (Examples: indecent exposure, inappropriate/unwelcome sexual advances or harassment)
5. Displaying child pornography.
6. Verbal, physical, written or electronic harassment or abuse. (Examples: Cursing at patrons or staff; approaching patrons or staff and engaging in unwanted or inappropriate interaction; threats to personal safety of patrons or staff; the transmission of threatening, harassing, malicious, or abusive language and/or images, etc.)

Any patron banned or given a no trespassing notice from the library for 6 months or more may appeal to the Wabash Library Board of Trustees for a potential reduction in time away from the library. Communication of the appeal must be directed to the Library's Executive Director.

Approved 10/15/2019
Board of Trustees
Wabash Carnegie Public Library

Patron Behavior Policy & Computer Use in the Youth Services (Children's) Room

As outlined in the Patron Behavior Policy, The Board of Trustees of the Wabash Carnegie Public Library reserves the right for those individuals who violate the rights of the staff or library users and demonstrate inappropriate behavior (see Patron Behavior Policy) to leave the Library Property. Such incidents will be handled as follows:

If the youth is asked to leave the computer or leave the building due to disruptive or inappropriate behavior according to Library policy by a staff person, the incident will be documented and Executive Director notified. The Executive Director will in a timely manner send a letter to the patrons' home address stating that the youth must have a parent or legal guardian with them to be able to visit the library or use the computers again. The Executive Director in the letter mailed will also invite the parent(s) or legal guardian the opportunity, such as a meeting, to discuss the concerns in further detail. Once the letter is mailed and a copy is given to the Youth Services Department for their records, a parent or legal guardian will be required to be present with the youth.

Approved 10/15/2019
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