

Yorktown Public Library
Patron Code of Conduct

The Yorktown Public Library is a public library serving the residents of the town of Yorktown (excluding those areas annexed by the city of Muncie). All visitors are asked to respect other patrons and the Library staff and are required to behave appropriately while on the premises.

To ensure that all patrons and visitors are able to use the Library's resources and services effectively, the Library requires that all visitors comply with the following rules and regulations:

1. Behavior that interferes with Library services and activities is prohibited. This includes, but is not limited to the following:
 - a. Unauthorized removal or attempted removal of materials
 - b. Being in an unauthorized area
 - c. Disorderly or disruptive conduct
 - d. Obscene, profane or abusive language or acts
 - e. Possession or use of alcohol or illegal drugs
 - f. Intoxication or impairment
 - g. Mutilation, defacement, or theft of Library property
 - h. Use of library furniture or equipment in a manner for which they were not intended or designed
 - i. Inappropriate use of Library computers and/or the Internet
 - j. Misuse of restrooms, such as, but not limited to: laundering, shaving, hair cutting or trimming, bathing, and sexual activity
 - k. Sleeping in the library
 - l. Harassing or threatening others
 - m. Selling, soliciting or mass distribution of materials
 - n. Smoking, vaping and/or chewing tobacco in the Library or on Library grounds
 - o. Failure to evacuate in an emergency or during a drill
2. Please leave animals at home. Service animals are welcome as well as animals participating in controlled library programs. Do not leave pets unattended on library grounds or in hot cars. Library staff may call local authorities to report such abuse.
3. Shirts and shoes are required. Swimwear, attire which permits showing of underwear or undergarments, masks, clothing that covers the face (except for religious reasons), and clothing displaying obscene messages is prohibited. Offensive body odor due to poor hygiene or overpowering perfume/cologne or other odor that causes a nuisance is prohibited. Patrons will be asked to leave the library and will be allowed to return when the condition is resolved.
4. Snack food is permitted as long as trash is thrown away, area is kept clean and tidy, and this privilege is not abused. Beverages with lids are allowed.
5. Children 10 and under must always be supervised by an adult or caregiver 18 years of age or over. After 6 pm children 12 and under must be accompanied by an adult or caregiver 18 years of age or over. Parents attending meetings at the Library must leave children home, keep children with them at the meeting, or have an accompanying adult supervise the children. If unattended children 12 and under are still present at the library 10 minutes after closing, Library staff will call the Yorktown Police Department to pick the children up.
6. Patrons will keep the volume of their conversations as low as practical. Please be respectful of other patrons and employees who may be disturbed by loud talking, laughing, running and other forms of horse play. Parents are

responsible for the behavior of their children; however, if their behavior is disruptive or dangerous, staff may request them to stop or leave the Library.

7. Patrons will use headphones with all sound equipment.
8. Patrons are asked to turn cell phones to silence, vibrate or low volume out of respect for other visitors in the Library.
9. Library telephones are for business use, not the personal use of patrons. However, when necessary, staff may permit the use of Library phones for short calls (for example, to get a ride home).
10. All briefcases, handbags, luggage, packages, overcoats, backpacks, and shopping bags may be subject to inspection by Library staff.
11. Interference with Library employees in the performance of their duties is prohibited. This includes engaging in inappropriate conversation or behavior, sexual advances or physical and/or verbal harassment.
12. Any violation of federal, state or local law, ordinance or regulations will be reported to the appropriate law enforcement body.
13. Persons or groups wishing to petition or campaign on library grounds are required to notify the Library Director or the Library Director's designee in advance of their intent to campaign or petition. Use of the library property by petitioners does not indicate the library's opposition or endorsement of the candidate or issue that is the subject of the petition, and the library will not assist the petitioners in the solicitation of signatures.

Permitted areas for campaigning or petitioning will be limited to areas 6 feet from entrances and overhangs. However, no person shall block ingress or egress from the library building. Campaign literature may not be brought into the library or left on tables. Sales, solicitations and/or solicitations of monetary donations of any kind by outside organizations are prohibited unless incidental to library programming and require advance approval by the Library Director.

14. Visitors whose conduct or activities violate this policy will be asked to modify their behavior. Failure to comply with these rules and regulations will result in the loss of Library privileges and removal from the building and Library property.
15. First removal will be for a one week period; second removal will be for one month; third removal will be permanent. When removal involves a minor, a letter will be sent to a parent or guardian informing them of the violation and length of removal. The violator may appeal permanent removal by petitioning the Library Board of Trustees and/or the Library Director in writing. The violator may then be scheduled to appear before the Board of Trustees at the next regularly scheduled public Library Board meeting.
16. Certain types of misconduct are serious enough to justify permanent removal without going through the usual steps. It is at the Library Director's discretion whether the behavior warrants immediate permanent removal. The Library Director may also, at her/his discretion, modify a permanent removal on a case by case basis.