



## Patron Code of Conduct

*Adopted: June 14, 2007 (formerly Problem Behavior Manual?)  
Amended as Recorded in Board Minutes*

Welcome to the Mishawaka-Penn-Harris Public Library. The library's goal is to provide the best possible service to library patrons in an inviting environment. You can help by following these rules:

1. Children 12 years and older may use the Library unattended by an adult, subject to all Library rules and policies concerning behavior, conduct, and demeanor.
2. Children 10 and 11 require a parent or other responsible person (age 13 or older) be present on library premises; Children 9 and younger must be accompanied and directly supervised at all times by a parent or other responsible person (age 13 or older).
3. The following are not permitted on library property:
  - Weapons (except guns – per Indiana law) Note: Guns are NOT allowed in public meetings or library programs
  - Sleeping
  - Loitering
  - Possession or use of alcohol or illegal substances
  - Abusive, loud, intimidating, profane or obscene language
  - Begging
  - Solicitation, distribution of promotional material, or sales without prior permission of the Library Director
  - Leaving food messes in or on our premises
  - Uncovered beverages (capped bottles, soda cans and lidded cups are considered to be “covered”)
  - Any form of sexual misconduct, including exposure, offensive touching, and sexual harassment of other patrons or staff
  - Smoking and the use of tobacco products
  - Rearrangement of library furnishings and materials without prior permission
  - Use of library furnishings, equipment and facilities in a manner for which they are not intended or designed
  - Bringing animals into the library (except for service animals and any animal associated with a previously approved library program)
4. Use of Library computing resources (including WiFi) to display or disseminate sexually explicit or sexually suggestive (obscene/pornographic) material on library property is prohibited.

5. Persons under the influence of drugs or alcohol are not permitted on library property.
6. Theft, damage, or destruction of library property is a crime and will be prosecuted. Any person who defaces or damages library property shall be required to leave the premises.
7. Because unattended bags/property may pose a safety/security risk, patrons must keep their property with them when using the library. Unattended bags may be secured and/or disposed of by library staff at their sole discretion.
8. Spreading out personal belongings unrelated to the use of library services is prohibited, as is obstructing library spaces (this includes but is not limited to aisles, walkways, corridors, doorways and workspaces).
9. Shirts and shoes are required while on library property. Any person who poses a health or sanitary risk or whose bodily hygiene constitutes a nuisance to other persons shall be required to leave the premises.
10. Any activity that is an infraction or crime under local ordinance, state or federal law is not permitted.
11. Inappropriate behavior which harasses, annoys or intimidates other library users or staff is not permitted. Examples of such activity include but are not limited to: noisy, boisterous, or threatening activities, unnecessary staring, following another person, playing audio equipment so that others can hear it; singing or talking loudly to others or in monologues, or any other manner which reasonably can be expected to disturb other persons.
12. Interference with library employees in the performance of their duties is prohibited. This includes engaging in inappropriate conversation or behavior, sexual advances, and physical and/or verbal harassment.

**Note:**

**Violation of these rules of conduct may result in removal from the premises and/or loss of library privileges.**