

Code of Conduct

The Nappanee Library Board is committed to providing an atmosphere where people of all ages may come to read, browse, do research or study in safe, clean surroundings. Conversation between Library staff and customers is an essential part of Library service. Customers seeking quiet are advised to move away from service desks, computer workstations, and Children's Services Areas where these conversations occur. **Silence** should not be expected in the library but Library staff will address disruptive behavior. Please respect the right of everyone in the Library to enjoy a pleasant environment.

Inappropriate behavior includes any activity that disturbs others, interferes with Library operations or the rights of other customers, monopolizes Library resources, creates a safety risk to self or others or damages or has the potential to damage library materials, facilities, and property, as well as rudeness, profanity, or any other behavior generally considered unacceptable in a public place.

These rules have been established for all customers. If a customer is not responsive to the needs of other Library users or disregards the procedures protecting customers, staff, and Library property, the customer will be asked to leave the Library. In addition to the above, violation of any Federal or State statute or local ordinance will be regarded as a violation of Library procedures. Any illegal activity will be immediately reported to the Nappanee Police Department.

The Nappanee Public Library reserves the right to suspend the Library privileges of any individual who willfully violates Library regulations, creates disorder or engages in illegal activity.

While in the Library... *Please*

- Abide by all Library rules, policies, and procedures and comply with requests of Library staff.
- Adhere to the computer use policy.
- Ask for help when you need it.
- Check out your library materials before leaving.
- Keep entrances, doorways, and stairs, both inside and outside, clear for other people.
- Keep your voice low and language civil.
- Obey all applicable federal, state, and local laws.
- Park bicycles, skateboards, rollerblades, etc., outside without blocking entrances and walkways.
- Insure children under the age of 9 are directly supervised by a Responsible Person age 12 or older.
- Report immediately any behavior that is disruptive, threatening, in any way.
- Respect other users' privacy.
- Show respect for all customers, staff, furnishings, and materials.
- Treat others with dignity and respect.
- Turn off or disable any audible devices or equipment before entering the library (cell phones, radios, toys, etc.)
- Use audible devices with headphones set at a volume that doesn't disturb others.
- Use the furniture and other facilities in an appropriate manner.
- Wear footgear and shirts.

...*Please do not*

- Bring pets into the Library.
- Conduct surveys, petitions or distribute material within the Library.
- Damage or deface library property.
- Disobey the reasonable direction of a Library staff member.
- Disturb others due to poor personal hygiene.
- Eat in the shelving or computer areas.
- Engage in sexual conduct.
- Enter areas posted for use by Library staff only.
- Harass customers or staff.
- Panhandle or solicit for sales or charity.
- Place feet on furniture.
- Possess, sell, distribute, consume or be under the influence of alcohol or illegal substances.
- Remain on the premises after the posted Library hours.
- Run, engage in loud, rowdy behavior or create a public disturbance.
- Sleep, loiter, or camp on Library premises.
- Smoke inside the Library, near the entrance doors or by the bicycle racks (including lit or non-lit e-cigarettes and vaping devices).
- Use the restrooms to bathe, shave, wash hair, etc.