



Jackson County Public Library

PROPERTY AND BUILDING USE POLICY

The Jackson County Public Library is committed to providing library users with a setting that is conducive to library activities. Any person whose behavior does not support such a setting may be asked to leave library property resulting in the loss of access to library services. Decisions concerning acceptable behavior of library users will be made by the Library Director or designated staff members.

Library property use when the library is closed is limited to customers' material returns or pre-approved community organization activities.

Fund-raising on library property or in library buildings is limited to nonprofit organizations supporting the library's mission. Organizations must contact the Library Director for prior approval.

Public use of staff telephones and the Seymour Library paging system is limited to emergency use only. The Seymour Library meeting room telephones are limited to local outgoing calls.

No vehicles, including bicycles, may be left on library property overnight. Vehicles may be removed at the owner's expense.

All bicycles must be parked in library bicycle racks. Mopeds and motorized scooters must be parked on the concrete next to the bicycle racks at the Seymour Library and in a parking space at the Crothersville and Medora libraries.

Animals are not to be brought into the library except under the following circumstances:

- Service animals
- Animals taking part in a library sponsored program or activity.

The library cannot be responsible for unattended children:

- Children under six must be directly supervised by an adult or an individual age 14 or older. Children from 6 to 9 in age should be accompanied by someone age 14 or older in the building.
- If a parent or guardian of an unattended child under the age of ten cannot be contacted within a half hour, the staff will ask the police to contact Child Protective Services.

Seymour Library
303 West Second Street
Seymour, IN 47274

Tel: (812) 522-3412
Fax: (812) 522-5456

Crothersville Library
120 East Main Street
Crothersville, IN 47229

Tel: (812) 793-2927
Fax: (812) 793-3721

Medora Library
27 West Main Street
P.O. Box 400
Medora, IN 47260

Tel: (812) 966-2278
Fax: (812) 966-2229

Outreach Services
Serving Jackson County
Tel: (812) 405-1831

www.myjclibrary.org

- If the library is closing and the parent or guardian cannot be reached immediately, the police will be asked to contact Child Protective Services. The police may be called for any unattended person under the age of 14 when the library is closing.
- The library staff reserves the right to report suspected truancy to the appropriate authorities during school hours.

Library users are expected to conduct themselves in a manner which shows respect for others using the library. Disruptive conduct which prevents others from enjoying the library or which endangers people or property is not allowed. Library staff members may ask library users who are considered disruptive to leave the premises immediately. Habitual offenders may be banned from library property indefinitely.

The library board of trustees has established the following requirements for conduct in library facilities and on property for the safety and enjoyment of all customers:

- Shirts and shoes are required while on library property.
- Staring at, stalking, intimidation and threatening behavior are prohibited.
- The intentional display of firearms in public meetings is prohibited.
- Smoking, use of electronic smoking devices (vaping), and other tobacco use are prohibited in the interiors of all library buildings and vehicles and on library property.
- Unauthorized recreational activities such as but not limited to skateboarding, rollerblading, or racing and other activities which may damage library property or threaten customer safety are prohibited.
- Access to fire lane is limited to drop off and immediate pick up.
- Persons under the influence of drugs, alcohol, or illegal substances are not permitted on library property.
- Alcoholic beverages are prohibited except for special library events or programs that require a temporary permit and prior board approval.
- Abusive, threatening, or obscene language is not tolerated.
- Begging, soliciting, sales, and gambling are prohibited.
- Any form of sexual misconduct, including but not limited to exposure, offensive touching or sexual harassment of other customers or staff is prohibited.
- Food and drink are limited to designated areas of the libraries away from computers and other equipment. Due to potential stains, no red or purple drinks are allowed in any library facilities.
- Taking library materials not yet checked out into the public restrooms or using the restrooms

for bathing, shampooing, or laundry is prohibited.

- Lying down or sleeping on any floor, couch, table, or seat in the library, and by blocking aisles, exits, or entrances by sitting or lying down in them is prohibited.
- The use of electrical outlets is available inside library facilities at outlets not already used by library equipment; however, outdoor electrical outlets are limited to library use only.
- Cell phone users are encouraged to set phones to vibrate while in the library and to speak in quiet tones in order to not disturb others.
- Visitors may not enter non-public areas unless accompanied by library staff.
- Visitors must respond to an emergency drill, take-cover, or evacuation when instructed to do so by a staff member.

Theft, damage, or destruction of library property is a crime, and violators will be prosecuted.

Suspension/Loss of Privileges for Health and Safety

It is the responsibility of the library to maintain a healthy and clean environment for all library users and to protect the community's investment in library collections, equipment and property. In order to fulfill this responsibility, the library may restrict a user's ability to borrow materials and/or to visit library facilities when such use may jeopardize the health and cleanliness of library facilities, collections and users.

Examples of situations where borrowing of materials may be suspended include, but are not limited to:

- Evidence that items on loan to a customer may have been returned with insects that are known to be damaging to library materials or can result in pest infestations in library facilities, e.g. fleas, bed bugs, roaches, silverfish and some types of beetles
- Evidence that items on loan to a customer that have been returned with drug residue on the material. This will be confirmed by police testing before suspension.

Examples of situations where access to library facilities may be suspended include, but are not limited to:

- Customers or customer possessions with bedbugs, fleas or lice
- Customers with clothing that is stained with urine or feces
- Any person who poses a health or sanitary risk or whose bodily hygiene constitutes a nuisance to other persons.

Should it become necessary to suspend or deny library privileges of a customer in order to protect library collections, facilities or other users, notification of the suspension will be made by the Administrator, other designated staff members and/or police.

Access to facilities and borrowing will be restored when the suspended customer demonstrates that the situation that caused the loss of privileges has been remediated; with the exception of confirmed evidence that materials have been returned with drug residue; at this point the customer will be banned and charged for the withdrawn material. Any customer who has privileges suspended under the terms of this policy may request a re-evaluation of the suspension by contacting Administration.

Approved 4/15/97 and 5/15/2001, Revised October 21, 2019