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 material returns, locker pick-up, 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 emergency 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:

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

The library cannot be responsible for unattended children:

1. Children ages birth through 5 must be in the immediate vicinity of and in visual contact with a parent/guardian/caregiver age 14 or older. Children ages 6 through 9 must have a parent/guardian/caregiver age 14 or older in the building at all times.
2. Children ages 10 through 17 may be unsupervised and must follow the property and building use policy.
3. Any unsupervised child under the age of 10 remaining on library property more than 15 minutes after closing is considered an abandoned child, and police will be called by staff remaining at the library after closing.
4. 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 library users:

1. Shirts and shoes are required while on library property.
2. Staring at, stalking, intimidation and threatening behavior are prohibited.
3. The intentional display of firearms in public meetings is prohibited.

4. 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. Charging of electronic smoking devices is prohibited on library property.
5. Unauthorized recreational activities such as but not limited to skateboarding, rollerblading, or racing and other activities which may damage library property or threaten library user safety are prohibited.
6. Access to fire lane is limited to drop off and immediate pick up.
7. Persons under the influence of drugs, alcohol, or illegal substances are not permitted on library property.
8. Alcoholic beverages are prohibited except for special library events or programs that require a temporary permit and prior board approval.
9. Abusive, threatening, or obscene language is not tolerated.
10. Begging, soliciting, loitering, sales, and gambling are prohibited.
11. Any form of sexual misconduct, including but not limited to exposure, offensive touching or sexual harassment of other library users or staff is prohibited.
12. Food and drink are limited to designated areas of the libraries away from computers and other equipment.
13. Taking library materials not yet checked out into the public restrooms or using the restrooms for bathing, shampooing, or laundry is prohibited.
14. Lying down or sleeping on any floor, couch, table, or seat in the library, and by blocking aisles, stairs, exits, or entrances by sitting or lying down in them is prohibited.
15. 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.
16. 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. Facetime, loud music and videos, and speakerphone conversations should be conducted outside the library building.
17. Visitors may not enter non-public areas unless accompanied by library staff.
18. Visitors must respond to an emergency drill, take-cover, or evacuation when instructed to do so by a staff member.
19. Visitors must use baby changing stations located in public restrooms.

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:

1. 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
2. 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.
3. Excessive odor in returned materials.

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

1. Library users or user possessions with bed bugs, fleas, or lice
2. Library users with clothing that is stained with bodily fluid.
3. 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 library user 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 library user 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 library user will be banned and charged for the withdrawn material. Any library user who has privileges suspended under the terms of this policy may request a re-evaluation of the suspension by contacting Administration.

Security Cameras

1. Signs are posted at library entrances informing the public that security cameras are in use.
2. Security cameras are in both indoor and outdoor areas where designated library staff can randomly monitor activity.
3. Access to the archived footage in pursuit of documented incidents of criminal activity or violation of conduct listed above is restricted to Administration and IT.
4. Access is also allowed by police when they provide a subpoena, court order, or when otherwise required by law.
5. Security cameras differ in their recording length, and will automatically record over themselves on an ongoing basis. Video records will not be maintained, provided no criminal activity or policy violation has occurred.
6. In situations involving banned-and-barred customers, stored still images may be shared with staff system-wide. Shared images may remain posted in restricted staff areas for the duration of the banning period.

Displays & Handouts

1. The library has first priority for all exhibit and display space for library purposes. Approval for all exhibits and displays rests with the Library Director or an appointed staff member. Unapproved materials will be disposed of at the library's discretion.
2. Materials may be provided by the library or other non-profit organizations, community groups, individuals, educational institutions, or governmental agencies. Handouts provided by businesses may be considered if events are free or are available job opportunities. Exhibit and display space is available on an equitable basis, regardless of the beliefs or affiliations of groups requesting this service.
3. The library reserves the right to limit the size and number of items, the schedule of any display, and the frequency with which the group or organization may have a display.
4. Distribution or posting of materials by the library does not indicate the library's endorsement of the issue or events promoted by those materials.
5. All exhibits and displays are offered to the library on a voluntary, non-fee basis.
6. The library assumes no liability in the event of damage, destruction, or theft of a display.

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