



Standards of Conduct

The Board of Trustees has established these standards to ensure that everyone's use of the library is as pleasant and productive as possible. The Board and staff enthusiastically support the library's role as a public institution open to all people. The library strives to offer high quality service free of bias and favoritism. Adherence to these guidelines will enable everyone to use the library building, services, and materials in a safe and enjoyable environment.

Any activity which interferes with the rights of other patrons to use library facilities is unacceptable. Inappropriate behavior includes but is not limited to:

- abuse or vandalism of library property, including library materials
- abusive, offensive, or obscene language
- bringing in animals other than guide dogs and other assistive animals
- carrying weapons of any type on library property is not allowed except as provided by Indiana state law
- failure to cooperate with reasonable requests by library employees and volunteers
- fighting, running, or horseplay
- harassment of any kind
- illegal activity of any kind
- intoxication
- loud conversation which is disturbing to others
- obstruction of aisles or doorways
- possession of alcohol or illegal drugs
- sexual misconduct
- sleeping
- solicitation of patrons or staff
- unauthorized distribution or posting of flyers or leaflets
- use of tobacco products and electronic smoking or vaping devices
- violation of the library's Internet Policy

Appropriate Clothing: Shirt, shoes, and appropriate clothing are required for all patrons, including children, while in the library building.

Use of Radios, Laptops, or Other Listening Devices: The use of listening devices such as radio/CD players, MP3 players, mobile phones, tablets, or laptops require use of personal earphones.

Motorized Vehicles: All motorized vehicles, including motorcycles, must be parked in designated parking areas. Parking in the library parking lots is reserved for users and visitors of the Carmel Clay Public Library and may not be used for school parking.

Use of Bicycles, Roller Skates/Blades/Shoes, Skateboards, or Scooters: The recreational use of bicycles, roller skates/blades/shoes, skateboards, or scooters on library property is prohibited. They may be used as transportation to the library only and are not permitted to be used inside the building.

The Carmel Clay Public Library prohibits the intentional display of firearms during public meetings.

Violators will receive a warning and an opportunity to cease a behavior that violates this policy. Continued or repeat violations may result in suspension of library privileges for a duration commensurate with the severity of the offense, the patron's history of policy violations, and any other relevant factors. Patrons engaged in behaviors that pose a serious imminent risk to health or safety may be immediately expelled from the library without prior warning and with or without the assistance of library security or local law enforcement.

When possible, patrons who have their library privileges suspended will be provided with written notification stating the specific library policy violated and specifying the length of the suspension. Appeal requests may be made in writing to the library director.