



Crawfordsville District Public Library  
205 S. Washington St.  
Crawfordsville, IN 47933

(765) 362-2242  
FAX (765) 362-7986  
www.cdpl.lib.in.us

---

## CRAWFORDSVILLE DISTRICT PUBLIC LIBRARY & CARNEGIE MUSEUM OF MONTGOMERY COUNTY Behavior Rules/Code of Visitor Conduct

*Our Mission is to provide collections, services and programs that encourage the love of reading and learning in our community. We are committed to maintaining a safe and healthy environment conducive to the use and enjoyment of the library and museum by its visitors.*

*Persons on the library premises accept the responsibility for conducting themselves in a manner that does not interfere with that purpose. Visitors are expected to conduct themselves in a manner respectful of themselves and others. Behavior that violates this policy may result in intervention by staff members. In support of this mission, the Library Board of Trustees has adopted the following rules and regulations.*

- 1) **Visitors shall be engaged in activities associated with the use of the library and/or museum while on the premises.** Visitors not engaged in reading, studying, attending library, museum or public programs, viewing museum exhibits, using library materials or resources will be asked to leave the building(s.)
- 2) **Visitors shall not interfere with the use of the library or museum by other visitors, or interfere with library employees' performance of their duties.** Interference includes behavior that is deliberately intrusive, intimidating, hostile, or offensive, or that demands the attention or monopolizes the time of a staff member.
- 3) **Visitors shall respect the rights of other visitors and shall not harass, annoy, or intimidate others through noisy, boisterous, or threatening behaviors or activities;** by prolonged staring at another person; by following another person about the inside or outside of the building(s); by playing audio equipment so that others can hear it; by singing or talking loudly to others or in monologues; or by behaving in any other manner which reasonably can be expected to disturb other persons. The library prohibits the intentional display of weapons and firearms on its property, as outlined in state law, IC 35-47-11.1 et al.
- 4) **Visitors shall not utilize library property or other property that has been brought into the library by visitors or other individuals in a manner that creates a safety hazard for library staff or visitors.**
- 5) **No conduct is permitted which is disruptive to the operation of the library or threatening to visitors, staff or library property.** This includes but is not limited to: running in the buildings, offensive smells, loud talking or laughing, fighting, throwing objects, boisterous behavior, riding scooters or skateboarding.
- 6) **The use of obscene language or gestures is prohibited.** This includes behavior which is offensive to modesty or decency, lewd, disgusting, filthy, and/or repulsive. Obscene behavior also includes language or gestures which convey a sexually explicit message or describe intimate bodily functions in a coarse or crude manner.
- 7) **Solicitation is prohibited unless authorized by the library in advance.** This includes but is not limited to: selling raffle tickets or candy for personal gain or for a charitable cause, begging, pan-handling, proselytizing, circulating petitions, posting flyers or advertisements.
- 8) **Eating and drinking are allowed only in the basement and designated areas.** Food may be served in all basement meeting rooms (except the conference room) for a \$25 fee. Covered drinks are acceptable in the basement and designated areas on the first and second floors. Designated areas include the Reading Room on the first floor and around the perimeter of the second floor. No food or drinks near any equipment or in the Youth Services Area. See Meeting Room Policy for more information.
- 9) **Entering or exiting unauthorized areas is prohibited.**



Crawfordsville District Public Library  
205 S. Washington St.  
Crawfordsville, IN 47933

(765) 362-2242  
FAX (765) 362-7986  
www.cdpl.lib.in.us

---

- 10) **Tobacco products & e-cigarettes are prohibited in the building.** By state law, smoking is prohibited within eight feet of an entrance/exit to a public place.
- 11) **Alcohol is not permitted on library property** without proper permits. Persons suspected of possession of alcohol or illegal drugs or under the influence will be asked to leave.
- 12) **Sleeping is not allowed in the library.**
- 13) **Leaving children in need of supervision unattended on the premises is prohibited.** Specifically:
  - a. Children 8 years of age and younger must be accompanied by a caregiver at all times.
  - b. Children between the ages of 9 and 12 must be picked up prior to Library closing time. Any child age 15 or younger left unattended after the Library closes may be placed in police custody for his or her safety.
- 14) **Loitering is prohibited.** Loitering is defined as remaining or wandering in a public place without any apparent legitimate reason. A visitor who wanders about or disturbs people may be considered a loiterer.
- 15) **Animals of any kind are not allowed in the library unless part of a library-sponsored activity.** Aide animals for persons with disabilities are exceptions to the rule. Anyone else entering the library with an animal will be asked to leave.
- 16) **Visitors must wear a shirt or other garments covering their bodies shoes or other footwear upon entry to the buildings.**
- 17) **Visitors whose bodily hygiene is offensive so as to constitute a nuisance to other persons or whose bodily functions pose a health or sanitary risk to other persons shall be required to leave the building and may return when the problem is corrected.**
- 18) **Theft, damage or destruction of library property is a crime and subject to prosecution.**
- 19) **The library reserves the right to inspect any parcels, book bags, bags, etc. that are carried into or from library premises.**

*We shall make reasonable modifications in our policy, practice and procedure when serving visitors with disabilities. These modifications must not place an undue burden on staff or include fundamental alteration of our programs and/or services and include assistance of a personal nature, including eating, toileting or dressing. ADA Title III, 28 CFR Part 36 et al.*

Library staff may address any of these behaviors in the following ways:

- 1) Verbal warning to cease the behavior or actions
- 2) Written warning to cease and/or not to repeat behavior or actions
- 3) Directing the patron to leave the premises
- 4) Involving the police

The Library is not necessarily required to go through the entire intervention process. Intervention may begin at any step, including immediate involvement of the police, depending upon the severity of the incident or behavior.

Extreme or repeated violation of this policy may result in a suspension of Library privileges. Any patron whose privileges have been denied may have the decision reviewed by the Board of Trustees. The Board of the Trustees may, at its discretion, designate a hearing officer to make a finding of fact and recommendations in connection with such review.