



204 N. WALNUT ST.
BRAZIL, IN 47834



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Brazil PUBLIC
LIBRARY

Brazil Public Library Behavior Policy

Brazil Public Library offers a welcoming, safe facility with staff that provides outstanding customer service to everyone that visits. BPL has established behavior expectations to ensure equitable access to its facilities, materials, and services. Staff will enforce these behavior guidelines consistently and will not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or any other protected status under the law, in any of its activities or operations.

Staff will enforce all BPL policies, as well as local, State and Federal laws. Any staff member may contact law enforcement and emergency services when necessary.

Library rules will be posted and when necessary staff may approach a customer to reiterate these behavior expectations and give them a copy of the policy. Any act that interferes with Library service or with someone else's use of the Library can and will be addressed by BPL staff.

Standards of Behavior:

- BPL guests must follow the directions of Library staff at all times.
- Abusive, threatening, or harassing behavior in any form toward other customers or staff will not be tolerated.
- Unreasonable disturbances that disrupt others' use of the Library will be addressed. This includes disruptive use of computers, cell phones, and other electronic devices.
- The safety of children and dependent adults is the responsibility of the parent or guardian. Children under the age of ten may not be left unattended anywhere in the Library. In the event that a child is left unattended and a parent/adult caregiver cannot be reached, BPL will contact law enforcement.
- Only service animals, Carnegie (the BPL resident feline) or animals involved in Library programs are allowed in the Library. No unattended animals are allowed on BPL property.
- BPL has designated specific areas for food and drink. Drinks and food are only allowed in the lower lobby, meeting rooms, kitchen and on the Library's patio. All food waste and containers must be disposed of properly.
- Accessibility may not be impacted by excessive belongings, furniture, or individuals that block doors, aisles, or entrances. Customers must attend to their personal belongings. BPL staff cannot monitor these items.
- The possession of alcohol and illegal substances is not permitted. Apparent intoxication or impairment will result in being asked to leave BPL property.
- Weapons (*except as permitted under Indiana Code 35-47-11.1*) will not be allowed on BPL property.

- The BPL is 100% tobacco-free, both inside and out. The use of tobacco, tobacco products, vapes, and all other smoking-related products are strictly prohibited in Library buildings and within fifteen feet of Library entrances.
- Sexual behavior of any kind is not permitted including excessive public displays of affection, exposure, or sexual harassment.
- Gambling is not permitted.
- Restroom facilities may not be used for any purpose other than that which is intended.
- Clothing must cover both tops and bottoms. Shoes must be worn at all times.
- Unsanitary personal conditions that constitute a nuisance to other persons may be addressed by BPL staff.
- Sleeping in the Library or on Library property is not permitted.
- Library customers may not violate copyright.
- Soliciting, panhandling, surveying without permission of the Library Director are not allowed inside or outside of the Library. The only time that items may be sold at the BPL is during Library programming or when done by the Clay County Friends of the Library.
- Defacement, damage or theft of Library materials and equipment will result in being charged for damages and removal from the Library. This is a crime and may be prosecuted.
- No roller blades, scooters, or skateboards may be used on Library property.
- Visitors may not enter staff areas unless accompanied by a Library staff member. Guests must leave promptly at closing or when staff directed by staff.

Banning and Ban Appeal Procedure:

Brazil Public Library may suspend or expel guests from Library property who refuse to comply with the outlined standards of behavior. All customer violations that are severe or occur after the first verbal warning must be documented by staff in an Incident Report. Staff have ultimate discretion at the time of the incident to determine next steps, however the Library Director has the final decision when it comes to the duration of the ban. All staff are expected to enforce bans.

Addressing customer behavior:

- The first time a customer's conduct violates the standards of behavior, a verbal warning will be given. Failure to comply with staff direction may result in being expelled from the Library for the day or a longer suspension depending on the level of severity.
- After the first warning, the customer must receive a copy of the behavior policy. Staff has discretion to ask the customer to leave for the day. Repeat

behavior within two weeks of the first written Incident Report may also result in the customer being suspended for the day, even if it is the first incident on that day.

- The third violation occurring within a month of the first incident report will result in a weeklong ban. Repeated incidents may result in longer suspension times depending on the severity.
- The fourth violation occurring within two months of the first incident report will be a month-long suspension.
- A year-long ban may occur after the fourth incident or if behavior is severe.

Month and year long bans may only be determined by the Library Director. When trespassing a customer for a month or longer, a certified letter will be sent to the individual notifying them of the suspension whenever possible. This letter shall indicate the reason for the ban, duration of the ban, date they can reenter the facility and the process for appealing the ban. Individuals may not use the Library during the time that they are banned and doing so will result in a longer suspension time. Police may be notified if the customer is trespassing.

The Director and/or Library Board members will meet with any customer that wishes to appeal their ban. BPL may reconsider the decision to ban an individual by shortening the ban or terminating it.