

Building and Property Use Policy

Welcome to the Tippecanoe County Public Library. *We welcome all to engage and connect through equitable access to materials, resources, learning opportunities, technology, and library programs.*

As a unique place that offers space, materials and experiences for all people, we have established basic rules of courtesy and conduct so that our facilities are safe, clean and pleasant places to visit. Library visitors are required to follow all library policies and staff directions. The library is considered a limited public forum, and the library may restrict activities, even constitutionally protected ones, that infringe on the ability of the library to fulfill its mission or of visitors to use its resources.

Library visitors are expected to:	Visitors should expect from the library:
• Respect other library visitors and staff • Follow directions from library staff • Respect library property, equipment and materials • Obey the law	• Welcoming and clean space • Respect for all • Excellent service and integrity • Confidentiality

This policy applies to all library properties and everywhere the library provides in-person, telephone or virtual service.

Behaviors and activities, **including, but not limited to**, the following examples **are prohibited** by the policy. Special consideration will be given to children and those with developmental disabilities.

- Creating excessive noise or causing a disturbance, including listening to any media without headphones.
- Entering the library with poor hygiene, i.e. body odor or unsanitary belongings.
- Monopolizing library resources. Library furniture, spaces, grounds and parking lots are designated for active library use. Anyone not actively engaged in using library resources may be asked to leave or have their belongings, including vehicles, removed from library property. Improperly parked or unauthorized vehicles will be towed at the owner's expense.
- Loitering or blocking access to library services, such as doorways, book aisles, pathways, and book drops, even during closed hours.
- Demonstrations, protests, soliciting, selling, or circulating petitions for signatures inside library buildings, including meeting rooms, parking lots, and entrances are prohibited.
Demonstrators/petitioners/solicitors should remain on public sidewalks.
- Firearms and other weapons must be carried and handled safely and responsibly in accordance with Indiana law.
- Indecent exposure, engaging in or soliciting sexual acts, or displaying sexually explicit materials, printed or digital.
- Stealing, damaging, or defacing Library materials, buildings, or properties.
- Being under the influence or in possession of alcohol or illegal drugs.
- Harassment, verbal or physical, by threat, intimidation, or demeaning another person.

- Unwelcome comments or actions, including comments on a person's body or appearance, prolonged staring, following, inappropriate touching or photography without consent.
- Creating tripping hazards via personal belongings and/or power cables.
- Leaving individuals unattended who are unable to provide for their personal needs, safely leave the library when necessary, or safely remain in the library without supervision.
- Inappropriate or indecent attire; shirts and shoes are required to enter and use the library.
- Small personal transportation devices should be carried while on library property, such as skateboards or rollerblades. They cannot be used on Library property.
- Refusing to vacate the library or proceed to a designated shelter during an emergency or evacuation drill.
- Failure to abide by any health and safety guidelines set by the library.
- Any activities which may result in injury or harm to self or others.
- Sleeping, resting eyes for extended periods, or lying on the floor. Snoring which disturbs the environment for other library users.
- Rearranging or reusing furniture in a way it is not intended to be used.
- Bringing excessive personal belongings or large equipment, such as large suitcases, shopping carts, crates, or boxes, into the library. Wheeled devices like bicycles, e-scooters, and wagons not used for transport of people (such as strollers or wheelchairs) are prohibited inside the buildings including lobbies.
- Inappropriate use of restroom facilities, such as bathing, doing laundry, or intentional creation of a mess or unhygienic environment.
- Unauthorized animals, including pets and emotional support animals. Service animals (dogs and miniature horses only under Indiana law) are welcome but must follow the same rules of conduct as other visitors and not interfere with others' use of the library.
- Leaving personal items unattended and/or storing personal items on library property.
- Consuming food or uncovered drinks in non-designated food or drink areas.
- Misusing library spaces intended for particular activities or customers. Such spaces vary by location but may include quiet individual study spaces, designated youth or teen spaces.

Library employees will enforce the policy in a consistent and impartial manner. Violations of this policy may result in the suspension of library privileges, up to and including permanent bans from all library property and events. Violators who refuse to vacate library property after receiving such instruction from staff are subject to arrest under Section 35-43-2-2 of the Indiana Code entitled "Criminal Trespass." Individuals banned for one year or more may submit a written appeal to the County Librarian within ten (10) business days of the start of the ban.

This policy will be posted in public areas in all library buildings.

Adopted by the Board of Trustees 10/06/2026