

# *Gary Public Library*

## *Policy On Disruptive Patrons*

Adopted by the Gary Public Library  
Board of Trustees November 20, 1995

## *Unattended Or Disruptive Children Policy*

Adopted by the Gary Public Library  
Board of Trustees March 27, 1990

### **GENERAL CONDITIONS AND POLICIES**

*As a public institution we welcome all people. We want them to use the library and find it an inviting place. We do not embarrass patrons by insisting on courtesies such as men removing their hats, but patrons must be properly attired, including shoes and shirts.*

- Normal conversations are allowed.
- Congestion and loitering in entrance and lobby are not allowed.
- The Gary Public Library is a smoke free institution. Smoking is not permitted in the library.
- Food and drink are not permitted in the library (Exceptions - programs and scheduled activities).
- When the book detection system is activated by a patron exiting the building, the Gary Public Library reserves the right to inspect packages.

### **DISRUPTIVE PATRON**

*Disruptive behavior is any behavior on library premises which infringes on the rights of others using the library. This includes, but is not limited to, abusive language, illegal activity, fighting and staff harassment. Such behavior will not be allowed to interfere with library service to others. Disruptive patron will be approached in the following manner by library staff and/or security guard on duty.*

1. Give a verbal warning to the patron indicating that such behavior is disruptive to other library users and is unacceptable.
2. If the disruptive behavior continues, give a second warning, and if the patron is a minor, approach the parent/guardian with the same warning.
3. When the disruptive behavior continues approach the patron or parent/guardian of a minor, if in the building.
  - A. If the patron is 12 years or older, ask the patron to leave the library premises.
  - B. Request the parent/guardian to escort the child from the library premises.
    1. If the child is younger than twelve years of age and unattended, follow the procedures outlined under UNATTENDED CHILDREN OR DISRUPTIVE CHILDREN POLICY.
4. If the patron's disruptive behavior continues and he/she refuses to leave library premises, or if the parent/guardian will not escort child from library premises, library staff will call the Police (911) or the Juvenile Aid Division of the Gary Police Department (881-1229) or Truancy Department of Gary City School (881-1580).

*Friends and relatives of library staff members are governed by the same policy.*

## **UNATTENDED OR DISRUPTIVE CHILDREN POLICY**

*The Gary Public Library welcomes children to use its facilities and services. However, responsibility for children using the library rests with the parent/guardian or assigned chaperon, not with library personnel.*

### **UNATTENDED CHILDREN**

- The Gary Public Library will not be responsible for children left unattended in a branch or unit.
- Responsible parties not attending a children's program with a child should remain in the branch or unit.
- All children using the library unattended are subject to the policies and procedures adopted by the Gary Public Library concerning behavior and conduct.
- If a juvenile is left unattended in any Gary Public Library facility the following procedures will be observed: If it is thirty minutes or less until closing time, or the unattended child become distraught (visibly upset while left unattended), library staff may if necessary, use the following procedures in order to resolve the situation.
  1. Try to identify the child and locate the parent or responsible person. Walk through the branch or unit with the child and/or page the child's parent using the parent's name or the child's name. If no name is available, describe the child's physical appearance.
  2. If the parent is not located within thirty minutes (ten minutes if the library is closing), library staff and/or child will attempt to locate the parent/guardian by telephone, utilizing library records, telephone directories, or other sources available, if necessary.
  3. If, after exhausting all sources, no contact has been made with the parent/guardian the staff member will call the Juvenile Aid Division (881-1229, 8:00 a.m. - midnight). When the incident occurs in a branch or unit, a librarian and security guard should stay with the child until the proper authorities arrive. Under no circumstances are staff to transport a child to another location.
  4. In cooperation with the Gary Public Schools, the library will observe the rule that students will not be allowed to remain in the library during regular school hours, without permission from school authorities. If a student is in the library without permission, the Truancy Department of Gary City Schools (881-1580) must be contacted immediately, they will dispatch an officer, who will take the appropriate action.

*Children playing or loitering outside the library do so without library supervision.*

### **DISRUPTIVE CHILDREN**

*Disruptive behavior is any behavior on library premises with infringes on the rights of others using the library. Such behavior will not be allowed to interfere with library service to others. Disruptive children will be approached in the following manner by library staff and/or security guard on duty.*

1. Give a verbal warning to the child indicating that such behavior is disruptive to other library users and is unacceptable. Staff and/or security may skip to the procedure listed under number three (3) below if circumstances warrant.
2. If the disruptive behavior continues, give a second warning and approach the parent/guardian with the same warning.
3. When the disruptive behavior continues approach parent/guardian if in the building.
  - A. Request the parent/guardian to escort the child from library premises.
  - B. If the child is unattended and twelve years of age or older, ask the child to leave library premises.
  - C. If the child is younger than twelve years of age and unattended, follow the procedures outlined under **UNATTENDED CHILDREN** above.
4. If the child's disruptive behavior continues and he/she refuses to leave the premises, or if the parent/guardian will not escort the child from library premises, library staff will call the Police (911) or the Juvenile Aid Division (881-1229) or Truancy Department of Gary City Schools (881-1580).

*Children of library staff members are governed by the same policy.*

## **BEHAVIOR PROHIBITED BY LAW**

Citations refer to Indiana Code and Burns Indiana Statutes Annotated, Code edition

### **Assault (as defined in civil law, supplied by library attorney)**

"...any intentional, unlawful offer of bodily injury to another under circumstances as create a well-founded fear of imminent peril, coupled with the apparent present ability to effectuate to attempt if not prevented."

### **Battery 35-42-2-1**

"A person who knowingly or intentionally touches another person in a rude, insolent, or angry manner commits battery."

### **Bomb Threat (i.e., False informing) 35-44-2-2**

"A person who reports, by telephone, telegraph, mail or other written or oral communication, that he or another person has placed or intends to place an explosive or other destructive substance in a building or transportation facility, knowing the report to be false, commits false reporting, a felony."

### **Child Neglect or Abandonment 35-46-1-4**

"A person having the care of a dependent, whether assumed voluntarily or because of a legal obligation, who knowingly or intentionally...abandons...the dependent...commits neglect of the dependent."

### **Conversion by Borrower 35-43-4-3.5**

"If a person: borrows any article which belongs to or is in the care of any library and ... fails to return the article ... he commits an ... infraction."

### **Criminal Confinement 35-42-2-3**

"A person who knowingly or intentionally ... confines another person without his consent; or removes another person, by fraud, enticement, force, or threat of force, from one place to another ... commits criminal confinement..."

### **Criminal Mischief 35-43-1-2**

"A person who recklessly, knowingly, or intentionally damages property of another person without his consent or ... causes another to suffer pecuniary loss by deception or by an expression of intention to injure another person or to damage the property or to impair the rights of another person commits criminal mischief ..."

### **Institutional Criminal Mischief 35-43-1-2**

"A person who recklessly, knowingly, or intentionally damages ... a community center ... its grounds or personal property located at the facility ... commits institutional criminal mischief."

### **Criminal Trespass 35-43-2-2**

"A person who ... refuses to leave the real property of another person after being asked to leave by the other person or his agent ... commits criminal trespass."

### **Disorderly Conduct 35-45-1-3**

"A person who recklessly, knowingly or intentionally engages in fighting or tumultuous conduct; makes unreasonable noise and continues to do so after being asked to stop; disrupts a lawful assembly, or obstructs vehicular or pedestrian traffic commits disorderly conduct."

### **Drug Dealing 35-48-2 thru 4; 35-48-4-10**

### **Drug Possession 35-48-4-7; 35-48-4-11**

"A person who knowingly or intentionally ... delivers or possesses, with intent to deliver... controlled substance commits dealing in a ...controlled substance."

"A person who, without valid prescription...knowingly or intentionally possesses a controlled substance commits possession of a... controlled substance."

(The term "Controlled substance" will also include marijuana, hash oil, and hashish.)

### **Harassment 35-45-2-2**

"A person who, with intent to harass, annoy, or alarm another person but with no intent of legitimate communication ... makes a telephone call, communicates with a person anonymously or otherwise, by telegraph, mail, or other form of written communications or transmits a false or obscene message ... on a Citizens Radio Channel commits harassment..."

### **Intimidation 35-42-2-1**

"A person who communicates a threat to another person with the intent that the other person engage in conduct against his will, commits intimidation."

### **Public Indecency 35-42-4-1**

"A person who knowingly or intentionally, in a public place: engages in sexual intercourse; engages in deviate sexual conduct; appears in a state of nudity; or fondles the genitals of himself or another person commits public indecency."

### **Public Intoxication 7.1-5-1-3**

"It is a ... misdemeanor for a person to be in a public place or a place of public resort in a state of intoxication."

### **Prostitution 7.1-5-1-3; 16-13-6.1-32; 16-13-6.1-33**

"A person who knowingly or intentionally performs, or offers or agrees to perform sexual intercourse or deviate sexual conduct... for money or other property commits prostitution..."

### **Theft 35-43-4-2**

"A person who knowingly or intentionally exerts unauthorized control over property of another person, with the intent to deprive the other person of any part of its value or use, commits theft..."

### **Voyeurism 35-45-4-5**

"A person who 'peeps' (i.e., any looking of a clandestine surreptitious, prying or secretive nature) commits voyeurism."