



Avon-Washington Twp. Public Library

LIBRARY STANDARDS OF CONDUCT

The Avon-Washington Township Public Library is a dynamic civic resource that enhances the quality of life of the Avon community by providing for the educational, informational, and recreational needs of all its citizens.

To effectively serve all library patrons, the Library Board of Trustees has established the following standards of conduct to maintain a safe and pleasant environment conducive to fulfilling our mission.

1. No one, except library staff, is allowed in the library before or after the library's posted business hours. Exceptions to this rule must be approved in writing in advance by the director.
2. Food is not allowed in the library except in designated areas or at designated times.
3. All children must be supervised. Children under the age of 10 must have a responsible caregiver age 16 or older on the premises and children 5 or under must be accompanied at all times.
4. Any activity, which interferes with the rights of other patrons to use the library, which endangers patrons or staff, or could result in damage to library property or materials, is unacceptable. Inappropriate behavior includes but is not limited to:
 - Abuse or vandalism of library property
 - Abusive, offensive or obscene language
 - Bringing in animals other than guide dogs and other assistive animals
 - Carrying weapons of any kind except firearms which is covered under I.C. 35-47-11.1
 - 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
 - Smoking
 - Solicitation of patrons or staff
 - Unauthorized distribution or posting of flyers or leaflets
 - Violation of the library's Internet Policy
5. The library cannot be used as a site to sell things, i.e. tickets, fundraising items, for other non-profit or profit-making organizations. The library cannot be used as a collection site for donations for other non-profit organizations.
6. Shirt, shoes and appropriate clothing are required for all patrons, including children, while in the library building.
7. The use of radios, CD players or other listening devices without personal earphones is prohibited. The volume of personal earphones shall be kept to a level that is inaudible by other patrons.

8. All motorized vehicles, including motorcycles, must be parked in designated parking areas.
9. The recreational use of bicycles, roller skates/blades, skateboards or scooters on library property is prohibited. They may be used as transportation to the library only and are not permitted inside the building.

The library reserves the right to expel and/or restrict the library privileges of anyone who violates these standards of conduct. Unlawful activities will be reported to the police.



Avon-Washington Twp. Public Library

Conference Room Use Policy

Residents of Washington Township for civic, cultural, or educational meetings may use the Library Conference room, whenever such meetings do not interfere with normal library activities. Conference room use is for not-for-profit organizations only. Granting the use of its facilities does not imply approval by the library of the group, the meeting, or the ideas presented at the meeting.

The group using the room must assume responsibility for any property damage, which may occur as result of their occupancy. All requests for use of the room shall be made by applying to the library director. The group's presiding officer must sign all requests. The library Board of Trustees shall approve any unusual requests before permission is granted. There shall be no fee for use of the conference room. There may be no food or beverages in the conference room.

The Library reserves the right to cancel any scheduled meeting or to refuse any application that would interfere with normal library use and function. Every effort will be made to give at least one week's notice.

RULES FOR USE

1. Admission shall not be charged for any event held in the library and no profit-making venture shall be held therein.
2. Only individuals, 18 years or older, with a valid library card may reserve the conference room. The responsible party signing the application form must be in attendance at the scheduled meeting and sign pre- and post-meeting room inspection forms.
3. Meeting attendance must be limited to no more than ten (10) persons. If attendance is frequently observed to be above ten (10) persons, the Library reserves the right to cancel future reservations by the group.
4. A representative of the group will check in at the circulation desk before proceeding to the conference room.
5. There is no baby-sitting service for children in the library for those attending meetings. Parents are responsible for their children. People using the conference room must confine their meeting to that room.
6. No tobacco smoking, smokeless tobacco or alcoholic beverages are permitted anywhere in the Library.
7. The organization accepts full responsibility for any damage caused to the building, furnishings, or any equipment (other than normal wear) resulting from meetings. Any furniture moved by the group must be returned to its original position before the group leaves.
8. Any group made up of people under 18 years of age must have adequate adult supervision at all times.
9. Groups may not enter the conference room before 10:00 a.m. and they must vacate the conference room by 3:00 p.m. The presiding officer will notify the library when

the meeting is over. The room is not available on Saturday.

10. The group must notify the library director if a meeting is canceled. FAILURE TO GIVE THIS NOTICE may result in library cancellation of future conference room reservations by the group.
11. The conference room is available for use Monday through Friday ONLY.
12. Groups using the library's conference room agree to indemnify and hold harmless the Avon-Washington Township Public Library, its agents and representatives, from any and all suits, actions, claims or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the library facility, its meeting rooms, furnishings or equipment.



Avon-Washington Twp. Public Library
MEETING ROOM USE POLICY

The Jessie Thomas meeting rooms may be used for civic, cultural or educational meetings, whenever such meetings do not interfere with normal library activities. Meeting room use is for not-for-profit organizations only. Granting the use of its facilities does not imply approval by the library of the group, the meeting, or the ideas presented at the meeting.

The group using the room must assume responsibility for any property damage which may occur as a result of their occupancy. All requests for use of the room shall be made by applying to the library director. All requests must be signed by an adult with a valid library card. Any unusual requests shall be approved by the library Board of Trustees before permission is granted.

The library reserves the right to cancel any scheduled meeting or to refuse any application that would interfere with normal library use and function. Every effort will be made to give at least one week's notice.

RULES FOR USE

1. Groups using the meeting rooms shall not charge for any event held in the library nor shall any profit-making venture be held therein.
2. Only individuals, 18 years or older, with a valid library card may reserve any of the meeting rooms. The responsible party signing the application form must be in attendance at the scheduled meeting and sign pre- and post-meeting room inspection forms.
3. Meeting attendance must be at least 10 people for rooms A and B. If attendance is frequently observed to be below ten people, the library reserves the right to cancel future reservations by the group. For groups of less than ten, Meeting Room C is available.
4. Occupancy limits are determined by the local fire marshal.
5. Entrance and exit must be through the main (north) entrance of the library.
6. There is no baby-sitting service in the library for children of those attending meetings. Parents are responsible for their children. People using the meeting room must confine their meeting to that room.
7. No tobacco smoking, smokeless tobacco or alcoholic beverages are permitted anywhere in the library.
8. The organization accepts full responsibility for any damage caused to the building, furnishings, or any equipment (other than normal wear) resulting from meetings. Any furniture moved by the group must be returned to its original position before the group leaves. There is an informational diagram on the wall indicating the preferred arrangement.
9. **Groups are responsible for restoring the room to its original condition.** There will be a walk-through inspection performed before and after the meeting with a representative of the library and a representative of the group using the room. If extra cleaning is required or any damage caused by members of the organization is found during the post-meeting inspection a fee will be charged to the cardholder's account. The organization will not be allowed to reserve any rooms again until the fee has been paid.

10. All groups serving food and/or drink or using a room for craft activity will be charged a non-refundable \$5.00 fee per meeting. This fee will be collected prior to using the room. If more than routine cleaning is required after the meeting, a charge will be placed on the cardholder's account.
11. Groups using the library's meeting rooms agree to indemnify and hold harmless the Avon-Washington Twp. Public Library, its agents and representatives, from any and all suits, actions, claims or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the library facility, its meeting rooms, furnishings or equipment.
12. Any group made up of people under 18 years of age must have adequate adult supervision at all times.
13. Limited kitchen facilities are available for light refreshments only. The library does have a large coffee percolator but all other equipment, utensils and cleaning supplies must be provided by the group.
14. Groups must vacate the building at 7:45 p.m. The card holder will notify the library staff when the meeting is over.
15. The group must notify the library director if a meeting is canceled. FAILURE TO GIVE THIS NOTICE may result in library cancellation of future meeting room reservations by the group.
16. No member of the group using the meeting room is to manipulate the wall partition in any way. The partition is to be folded or put into position by library personnel ONLY. The group utilizing the meeting room will be responsible for any damage caused to the



Avon-Washington Twp. Public Library

Teen Room Policy

- The Avon-Washington Township Public Library is committed to providing an inviting and safe space for teenage patrons to engage in individual and group activities.
- The social nature and unique characteristics of this age group require a separate space designed for their needs.
- The Teen Room has been established to provide an appropriate space for this particular age group.
- The Teen Room will be open all hours that the Avon-Washington Township Public Library is open.
- The room is intended for use by patrons age 11-18. This room is not intended for the use of adults over age 18 or children under the age of 11. The library staff reserves the right to request proof of age.
- Any patrons utilizing the computers in the Teen Room must follow the Library's Public Computer Use Policy and Internet Use Policy. Teens using the Room are also expected to follow the Library Standards of Conduct.