1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Preferred method of contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Date of the incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Please use this space to let us know why you would like the decision to be revisited.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The building use policy is attached and also posted on our website. Do you feel that you are able to follow these policies while on library property? **Yes** or  **No**

If no, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

For staff purposes:

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Reviewed by Executive Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Decision of Appeal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**New Albany-Floyd County Public Library**

**Building Use Policy**

All building use policies apply to all Library locations and property.

1.  Food is permitted in the Cafe area, and in meeting rooms. Only drinks with a re-sealable lid are allowed in the library.

2.  Service animals, as defined by the Americans with Disabilities Act (ADA), are allowed on Library property. The Library may ask individuals to remove any animal that is out of control or posing a direct threat to the health and safety of others. Additional exceptions are given to animals involved in Library sponsored programs.

3.  Acceptable attire is required, so as not to be disruptive to the library environment.

4.  The library accepts no responsibility for loss, damage or accidents to persons or personal property on its premises.

5. Unattended personal items are not allowed and will be disposed of appropriately.

6. No stealing, damaging or inappropriate use of library property.

7.  No panhandling or soliciting by the public at any time.

8. No sales or distributing merchandise at large on library property without Director’s permission.

9. *Community Corner* is the designated area of the Library for community fliers, magazines and notices for outside groups and individuals. This area is cleared weekly of outdated materials.

10. Behavior is considered unacceptable when it could result in injury to oneself or others, when it violates the law, when it interferes with another person's use of the library, or when it could result in loss or damage to Library or patron's property.

11.  Public intoxication, drugs, and alcohol are prohibited in the library.

12.  The New Albany Floyd County Library System is smoke free. Tobacco products, electronic or smokeless cigarettes or their equivalent is prohibited inside facilities or the grounds of the New Albany-Floyd County Public Library.

13.  The Library will follow the Indiana State Laws Regarding gun *and other weapon* carrying for patrons, acknowledging the right to carry. The Library does have the expectation that all gun *and weapon* safety protocols will be followed at all times.

14. Children under 10 must be accompanied by a parent, caregiver (13 years & up), or guardian who must directly supervise and have visual contact with the child at all times.

* Children ages 10 and older may use the library on their own, however, the parent, caregiver, or guardian is still held responsible for the actions and well-being of their children as well as the entering and exiting of the building.
* The library will not be responsible for unattended children. If the unattended child is under the age of 10 and the parent, caregiver, or guardian cannot be contacted within 30 minutes, the staff will call the police or Division of Children Services.
* If the library is closing and the parent, caregiver, or guardian cannot be reached immediately, the police will be asked to contact Child Protective Services. The police will be called for any unattended person under the age of 12 when the library is closing. (Updated by the Board of Trustees April 4, 2022)

 15. Use of devices with sound must be used with headphones.

16. As a public facility we are open to all community members, which includes those navigating the effects of mental illness.

17. Wheeled items, for example, bicycles, carts, electric scooters must be parked at bike racks in the parking lot on Scribner Drive.

18. The staff may request that a person leave the library if not complying with the building use policies.

19. The Executive Director of the library may at her/his discretion withhold library privileges from any patron who does not comply with library policies. Failure to comply with any of the building use and/or library policies could result in the suspension of library services, ban for a period of time, up to and including a trespass issued with local law officials.

20. Any action that violations meeting room policy and computer use policy is not allowed.

21. All Federal, State or Local law will be enforced.

Reviewed and Approved by the Board of Trustees……………………..…………December 4, 2023