



Patron Responsibilities and Conduct Policy

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DAWN MOFFET
Marion County Clerk
[Signature] D.C.

A. Patron Responsibilities

1. Present a valid library card to borrow materials and to use the computers.
2. Immediately report a lost or stolen library card or change of address. Provide appropriate/required proof of the new address.
3. When obtaining a replacement card, bring photo identification. Parents or guardians requesting replacement cards for minors must show photo identification.
4. A patron may not check out material on another patron's card. An exception to this prohibition may be made with the Head Librarian's approval and a notation on both patron's records.
 - a) Automatically linked accounts are subject to household limits.
 - b) Parents and/or guardians will be linked to their children's cards
 - c) Spouses will be linked
5. Check out all materials on the library's circulation system prior to exiting the building.
6. Ensure all materials borrowed are returned on time.
 - a) Pay fees accrued on borrower's account
 - i. The library reserves the right to block checkouts and computer access when fees exceed replacement cost of an item.
 - ii. Pay for loss and/or damage of borrowed materials that result in replacement. (See Library Card and Circulation Policy, Section C.)

B. Children at the Library

1. The library welcomes children of all ages. Our goal is to provide a clean, safe, comfortable and welcoming environment for all library users.
2. To ensure the safety of children in the library, the following rules are in effect:

- a) Parents and/or adult caregivers are responsible for ensuring appropriate behavior and safety of their children while in the library.
- b) Children must be accompanied by a parent or adult caregiver at all times.
- c) Children are expected to adhere to library rules and expectations of appropriate behavior.
- d) Children may log onto a Children's computer using their own library card.
- e) Children must be picked up 15 minutes before the library closes.
- f) Prior to closing, staff will walk through the library. If any child appears to be without parent or guardian, staff will talk to the child to ascertain their situation and call the parent/guardian if warranted.

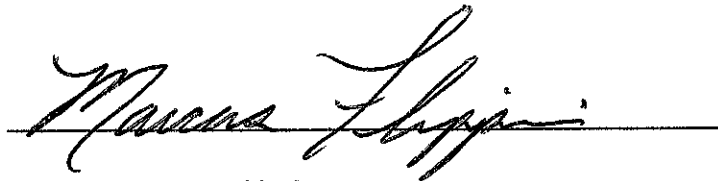
3. When a child is left after closing; these steps will be followed:

- a) Staff will call the child's parent/guardian.
- b) Staff will call the Marion County Sheriff's Office to pick up the child.
- c) A staff member will remain with the child.
- d) Staff will document the child's name and other critical information.
- e) Staff will remain with the child until the Sheriff's Office or parent/family designate arrives.
- f) At staff discretion, a note documenting the situation will be placed in the patron's library card record, as well as the card record of the parent or guardian of the child.

C. Patron Conduct Responsibilities

- 1. We ask for patron cooperation in maintaining a pleasant atmosphere conducive to the effective use of the library.
- 2. Conduct that demonstrates appropriate decorum, respect and civility toward other library patrons, library employees, volunteers, and contractors is required all times.
- 3. Engaging in any activities while on library premises that are not related to the proper use of the library will not be tolerated.
- 4. The violation of any federal or state statutes or local ordinance will be regarded as a violation of library rules and may subject the individual(s) involved to exclusion from the library premises.
- 5. Any person may, without prior notice or warning, be immediately removed from the library if his or her presence or conduct on the premises poses an immediate or imminent danger to any person or property on such premises.

6. Unacceptable behavior which disrupts the normal functioning of the library, whether or not that disruption is intentional:
- a. On the first offense, the person will be asked to leave the library.
 - b. On the second offense, the person's library privileges may be suspended for a stated length of time at the discretion of the Head Librarian.
 - c. On the third offense, all library privileges will be revoked indefinitely.
 - i. A person whose behavior results in library privileges being revoked may appeal to the library board in writing within four (4) weeks of the revocation. The decision of the library board is final.

A handwritten signature in cursive script, reading "Marcus Flippin", is written over a horizontal line.

Marcus Flippin, Chair