



# Clark County Public Library - Code of Conduct

**Patron/Staff Rights** - Patrons shall respect the rights of others and shall not harass or annoy others by acts including, but not limited to: following another person about the building, or behaving in a manner which will disturb others.

**Use of Building** - Libraries have evolved into community multipurpose centers. Patrons shall be engaged in appropriate activities. Sleeping is not allowed.

**Noise/Disruptive Behavior** - Patrons shall not run in the building, throw objects, or disobey the direction of library staff. Audio equipment must be used with headphones. Phone volume and conversations and headphones must be kept at a level that does not disturb others.

**Unauthorized Areas** - Patrons shall not enter non-public areas without a staff member, remain in the library after it is closed, or fail to leave when requested during emergency situations.

**Animals** - Only service animals are permitted inside library buildings.

**Computers** - Patrons shall not use library computers to view materials that create an intimidating, hostile, or offensive environment.

**Drugs and Alcohol** - Patrons shall not possess, sell, distribute, use, or be under the influence of any controlled substance or alcoholic beverage.

**Smoking and other Tobacco Products** - Patrons shall not use tobacco products in the building, including e-cigarettes.

**Food and Beverages** - Patrons may have dry, bagged snacks in the library. No fast food/pizza allowed. Beverages are permitted with a lid.

**Furniture, Materials, and Equipment** - Patrons shall not damage library property or remove the same from the library without it being checked out. Patrons shall not improperly use library property in a manner inconsistent with customary use, including, but not limited to, lying down on the floor, putting feet on furniture or walls, and moving furniture or equipment.

**Illegal Activity** - Patrons shall not commit or attempt to commit any activity that would constitute a violation of federal, state, or local criminal statute or ordinance.

**Firearms and Other Dangerous Weapons** - Patrons shall not carry or possess a weapon, except by authorized personnel, including, but not limited to: firearms, fireworks, explosives, and knives.

**Disorderly Conduct** - Patrons shall not engage in conduct which interferes with library use, as defined under ORC 2917.11, including, but not limited to, impeding access to library property; fighting; using abusive, menacing, insulting, obscene, or profane language; and verbal and/or physical propositions or threats.

**Soliciting** - Patrons shall not engage in campaigning, petitioning, interviewing, survey taking, soliciting contributions, panhandling, or selling at library facilities. Notices for posting must be approved in accordance with library policy.

**Restrooms** - Patrons shall not use restrooms for bathing, laundry, changing clothes, or as a gathering place.

**Shirts and Shoes** - Shirt and shoes must be worn inside a library building, except for children in a stroller under the supervision of a parent.

**Sports Equipment** - Bicycles are not permitted inside library buildings. Patrons shall not operate roller skates, skateboards, or other similar devices on library property, including sidewalks, ramps, handrails, and parking lots.

**Personal Hygiene** - Any person creating or emanating a strong or offensive odor that interferes with others to the extent that library use is disrupted shall be deemed to be a nuisance and shall be asked to leave the library. Patrons with evidence of bedbugs, lice, etc., shall be asked to leave the library.

**Library Telephones** - Library staff telephones are for library business only, except in the case of an emergency or at the discretion of library staff. A payphone is provided at the Main Library for patron use. Patrons will not be paged except in the case of an emergency.

**Library Patron's Personal Property** - Staff members will not assume responsibility for items that are not library property. Patron's personal property should not be placed in a manner that interferes with use of the building and materials, which includes entryways and sidewalks.

**Child Safety** - The library welcomes children to use its facilities and services. However, responsibility for the behavior and well being of children using the library rests with the parent, guardian, or assigned caregiver, not with staff members. Children are expected to follow the same rules for behavior and conduct in the library as all other library users. Staff members will not assume responsibility for supervision of children in the library.

Persons who violate the Code of Conduct at Clark County Public Library will not be allowed to use any library facilities for a minimum of six months to a maximum of 2 years depending on the severity of the offense. Facility managers will issue the ban after consultation with the Library Director. Persons banned will be notified in writing if possible. They may appeal the ban in writing to the Library Director within 30 days of the receipt of the ban letter.

*September 27th, 2017*