

## **Policy for Public Behavior on Library Property**

The Cardington-Lincoln Public Library Board of Trustees is responsible for determining the rules for public behavior in the library that are necessary to:

1. protect the rights of individuals to use library property, materials, and services;
2. protect the rights of library employees and volunteers to conduct library business without interference;
3. ensure the use of the facilities, materials, and services by the greatest number of individuals;
4. preserve those materials and facilities from harm; and
5. ensure the safety of library patrons, employees and volunteers.

### **Code of Conduct:**

The following rules of conduct have been adopted for the comfort and protection of all those using and working in the Cardington-Lincoln Public Library. The library staff will enforce this code in a courteous but firm manner. We ask your cooperation in helping us provide a safe and pleasant environment essential for all our patrons and staff.

### **Minor Rules Regarding Public Conduct**

1. Loud talking or boisterous behavior is not permitted.
2. Congregating or loitering in the library building, around entrances or stairways, or on the grounds is prohibited.
3. Running in the library is not permitted.
4. No more than six people are permitted in the teen space at one time. The doors to the teen space are to remain open at all times.
5. No more than one person is permitted in a chair at the same time.
6. Eating or drinking in the library is not permitted, except for groups using the meeting rooms, staff work areas, or at official library functions.
7. Persons shall avoid improper displays of affection with one another.

8. Sleeping or bathing in the library is not permitted.
9. Buying or selling of any kind, or soliciting for personal gain or charitable purposes is not permitted. Exceptions are permitted for school fundraisers and library functions.
10. Using cell phones, radios, tape players, or other personal listening equipment at a level that can be heard by other individuals is prohibited.
11. Skateboarding anywhere on library property is prohibited. Riding bikes in the parking lot is also prohibited. All bicycles must be parked in the bike rack.
12. Animals, other than guide dogs and the like, are not permitted in the library, unless participating in official library functions.

#### Major Rules Regarding Public Conduct

1. Profanity or other abusive language toward other individuals or toward employees is prohibited.
2. Persons using computers in the library may not send, receive or display text or graphics which may reasonably be construed as obscene.
3. Abuse or misuse of library furnishings, equipment or materials is prohibited. Persons responsible will be required to pay for needed repairs or replacement.
4. Smoking tobacco products is prohibited in the building and within ten feet of all library entrances and exits. Use of snuff or chewing tobacco is not permitted in the library.
5. Distributing literature, taking surveys, or asking individuals or employees to sign petitions or similar activities will not be permitted.
6. Children age six (6) and under must not be left unattended anywhere in the library or on the property.
7. Shirts and shoes must be worn in the library building.
8. Repeated violations of minor misconduct rules.
9. Disorderly conduct, physical abuse, or fighting on library property is prohibited.

10. Possession, sale, or use of alcoholic beverages, illegal substances (real or fake), or weapons (real or fake) on library property is prohibited.
11. Sexual conduct which is considered a violation of Chapter 2907 of the Ohio Revised Code is prohibited.
12. Persons committing theft, vandalism or other illegal acts are subject to prosecution.

#### Administrative Procedures Involving Public Misconduct

1. The offender will be given three (3) verbal warnings for violating minor rules regarding public conduct.
2. The offender will be given one (1) verbal warnings for violating major rules regarding public conduct numbered one (1) through (8).
3. If a violation continues after the verbal warning(s), the offender will be instructed to leave and will not be permitted access to the library building or property for a period of one (1) week.
4. If the offender refuses to leave, the police will be called to remove him/her, and the offender will not be permitted access to the library for a period of one (1) month.
5. If any person who has received a month suspension again violates any of the above rules, he/she will be barred from the library building and property for a period of one (1) year.
6. Chronic offenders (those who are asked to leave the premises on three separate occasions within a six (6) month period) will be barred from the library building and property for one (1) year.
7. No verbal warnings will be given for illegal acts numbered nine (9) through (12). The police will be called immediately and the offender will be barred from the library building and property for one (1) year. Charges may also be filed by the library or by the police.
8. A written notice of eviction will be prepared in connection with any suspension from library premises and, if a suspended person enters or attempts to enter the premises before library privileges are restored, he/she will be subject to criminal prosecution for trespass as allowed by law.
9. The parents of youth offenders will be notified of all suspensions by registered mail.

The library reserves the right to close the teen space at any time.

The library reserves the right to limit the number of people who may congregate in specific areas.

The library reserves the right to inspect all bags, purses, briefcases, packs, personal listening equipment and overcoats for library materials.

An Incident Report must be completed by any staff member involved with patrons who, because of the severity of their infraction of the above rules, have been asked to leave the building.

Questions about this policy or about actions of library staff may be addressed to the Library Director or the Board of Trustees.

The above rules are based on powers granted to a public library board of trustees under the Ohio Revised Code, Section 3375.40(H). They will be posted prominently in the library building.