

## PATRON CODE OF CONDUCT PROCEDURE

It is the library's intent to provide a positive and welcoming experience for all library visitors. To maintain this atmosphere, the staff will intervene in situations at the Library that present danger to the safety of persons or property, interfere with the rights of others, constitute disturbing or inappropriate uses of the library and/or that involve the commission of illegal acts.

The Library Board and staff of the Muskingum County Library System have the responsibility to provide a pleasant, orderly facility conducive to concentrated and effective use of library materials and services.

It is hoped that the public uses library facilities frequently and takes full advantage of available materials, resources and programs. The following will be posted at all Muskingum County Library System locations:

## PATRON CODE OF CONDUCT POLICY

These rules have been adopted for the comfort and safety of all those using library materials and services. They will be courteously and firmly enforced by the library staff. We ask your cooperation in maintaining a pleasant atmosphere, conducive to the effective use of library materials and services. As such, please note the following:

- a. All visitors are required to wear face coverings that fully cover their nose and mouth and use hand sanitizer or wash their hands upon entering the building as recommended by the CDC and the Ohio Department of Health.
- b. Covered drinks and food are permitted in the Library, with the exception of designated areas. Please dispose of trash properly.
- c. Only service animals are permitted in the Library.
- d. Petitioning, such as voter registration or ballot issues, is permitted on library sidewalks, but petitioners cannot block building entrances/exits. Gambling and panhandling are not permitted.
- e. Visitors must dress appropriately (shirts and shoes please).
- f. Designated Teen areas are designed for people ages 12 – 18. Adults and younger children are encouraged to use other areas of the Library.
- g. The Library reserves the right to inspect all bags, purses, briefcases, packs, personal equipment, and coats/outerwear for the presence of library materials.
- h. Public restrooms should be used for their intended purposes.
- i. Photographing or videotaping library patrons or staff is prohibited unless permission is obtained from the individual or the library in advance.
- j. Leaving children or other persons in need of supervision abandoned, unattended or unaccompanied in the library is not permitted. It is recommended to never leave young children alone in the library.
- k. Children who are left at the Library for 15 minutes past closing may be reported to the police.

Disruptive behavior will not be permitted. This includes any activity, whether intentional or inadvertent, that is unsafe or interferes with the rights of others, physical abuse, abusive or threatening language and misuse of library furnishings and equipment. Expulsion from the Library

and/or loss of library privileges may result from violations. Disruptive behavior includes, but is not limited to:

- a. Making unreasonable noise
- b. Provoking arguments, fighting and arranging fights on or off premises
- c. Harassing other patrons and/or staff (deliberate or repeated behavior that is intimidating, offensive and/or hostile) in a manner that impacts patron use of the Library and/or staff work performance
- d. Using profane, obscene, or abusive language; or hate speech
- e. Having poor hygiene that inhibits others from being in the vicinity
- f. Possessing weapons or other items deemed dangerous by library staff
- g. Using, selling, possessing or being under the influence of drugs (including alcohol) while on library property
- h. Tobacco use of any kind, including but not limited to, cigarettes, e-cigs, vaping, snuff and chewing tobacco
- i. Monopolizing/obstructing space, seating, tables or equipment to the exclusion of others
- j. Storing personal belongings on Library property or leaving personal belongings unattended or under the care of another customer not a family member. Personal items should be kept with you at all times
- k. Sleeping
- l. Committing theft, vandalism or other illegal acts which are subject to prosecution

The established rules are based on the powers granted to a public library Board of Trustees under the Ohio Revised Code, Section 3375.40(H). If you are confronted with the violation of any of these rules, please inform a staff member immediately.

Library staff are required to bring to an individual's attention any act or omission which violates the Code of Conduct and related library policies. Such an individual will be asked to leave the library building and property. Failure to leave, if asked, may result in law enforcement being called and a possible charge of criminal trespass per Section 2911.21 of the Ohio Revised Code.

Depending on the severity of the violation, individuals who have been asked to leave the building may be evicted and barred from returning to the Library for varying periods of time. Individuals who have been evicted may be required to discuss the violation with the Executive Director or Assistant Director before being readmitted. Juveniles may be required to bring a parent or guardian for such a conference.