

PATRON CODE OF CONDUCT POLICY

Purpose

It is the purpose Columbia County Rural Library District to establish a policy requiring behavior standards in order to protect the rights and safety of library patrons and staff, and to preserve and protect the library's materials, equipment and property.

Applies to

All patrons and staff of Columbia County Rural Library District.

Behavior Guidelines

The Board is committed to providing all patrons a pleasant library environment that enables staff to give quality service.

When you use the library please:

- ✚ Expect to receive fair, courteous, and equitable treatment.
- ✚ Ask our staff for help; they are here for you.
- ✚ Request physical accommodation or assistance when needed to allow you full use of library services.
- ✚ Give us your suggestions about how we can improve our services, collections, and facility by contacting library staff with your concerns.

When you use the library we expect you to:

- ✚ Respect legally established policies and procedures for using library services.
Examples include but are not limited to: Computer Use Policy; Public Use of Meeting Room; Display and Bulletin Board Policy.
- ✚ Respect the rights and privacy of other library patrons and staff.
- ✚ Be responsible for the selection choices of your own minor children.
- ✚ Be careful with snacks and beverages brought into the library. *(No snacks or beverages allowed near or around the computers).*
- ✚ Avoid behavior that disrupts the business of the library, or its use by others.
- ✚ Avoid behavior that others find offensive or objectionable.

Disruptive behavior:

- ✚ Columbia County Rural Library District exists to provide library service to its patrons.
- ✚ Disruptive, destructive, loud, or unsafe activity or behavior restricts other patrons' ability to use library services as well as can restrict staff's ability to provide library services and perform their duties.
Examples include but are not limited to: disruptive use of cell phones, CD players or other electronic devices; blocking aisles or pathways; congregating in or around entrances and hallways; climbing, running, making loud noise; throwing things, pushing and shoving, spitting; misusing library property or restrooms; sleeping for long periods or in areas reserved for reading; encroachment into staff work areas or unauthorized use of staff resources.
- ✚ Behavior by a patron which restricts another patron's ability to make reasonable use of library services or is disruptive to the library's operations will not be tolerated.

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- ✚ A patron exhibiting such behavior will be asked to cease the behavior.
 - If the patron refuses to cease the behavior, the patron will be asked to leave the library.
 - If the patron refuses the request to leave, law enforcement officers or other responsible authorities will be asked to intervene.
 - Such patrons may be barred from using a Columbia County library at the discretion of the Library Director.

The following are prohibited:

- ✚ Illegal behavior will not be tolerated in the library. Law enforcement officials will be called whenever illegal behavior on library property is observed or reported.

Examples include but are not limited to: possessing, using, or selling illegal drugs or alcoholic beverages; smoking, except in designated locations; using library computers to access, disseminate or print illegal materials; violation of copyright laws; theft; littering, including cigarette butts and chewing gum.
- ✚ Engaging in threatening or harassing behavior, or causing physical harm. Harassing behavior is deliberate and/or repeated behavior that is not welcome or creates a hostile environment on library premises or in communication (telephone, e-mail, fax, written) with staff.

Examples include but are not limited to: using harassing, hostile or abusive language; making threatening comments or gestures; brandishing a weapon; stalking, constantly staring at or following another person; lewd behavior; showing pictures or other materials to another person without their permission; bullying.
- ✚ Engaging in sexual misconduct.

Examples include but are not limited to: public displays of affection; indecent exposure, masturbation, offensive touching, or sexual harassment of other library patrons or staff.
- ✚ Destroying, damaging or defacing library facilities, materials, equipment or software.

Examples include but are not limited to: writing in or damaging library materials; damaging or disrupting a computing system or altering its normal performance; adding, deleting, or modifying files and/or data belonging to the library or to other patrons; tampering with or defacing any library property.
- ✚ Bringing animals, other than assistance animals, into the library except as approved by authorized library staff.
- ✚ Soliciting or pan-handling on library property.

Examples include but are not limited to: asking for donations; selling items.
- ✚ No posting or distributing unapproved materials.
- ✚ Gathering signatures on petitions or conducting surveys is not allowed inside the library. Contact the library manager for local rules addressing these activities.

Violation of these rules may be cause for temporary or permanent prohibition from future use of library facilities; such decisions made by Library Staff.

History

Adopted February 14, 2008