

## **CHAPTER 12 CODE OF CONDUCT**

### **12.01 GENERAL CODE OF CONDUCT**

The Library seeks to provide quality library service to all residents of Huron. The following code of conduct has been adopted for the comfort and protection of the rights of all those using and working in the 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 for all our patrons and staff.

### **12.02 HURON PUBLIC LIBRARY CODE OF CONDUCT**

A. Patrons of the Library have a reasonable expectation of

1. Courteous behavior
2. Reasonable noise levels
3. Appropriate language
4. Respect for people and property
5. A clean, tobacco-free, drug-free and alcohol-free environment (including vaping)
6. Quiet use of electronics, audio equipment, and cell phones.
7. Non-use of skateboards and other athletic equipment in the Library.

Patrons shall comply with all reasonable requests and directives issued by the Library staff for the purpose of ensuring these reasonable expectations are afforded to all patrons. Any patron who does not comply with these requests and directives of Library staff shall be considered in violation of library policy and subject to any consequences set forth in this policy.

B. The Library shall work with law enforcement authorities to remove and/or prosecute actions of criminal behavior against the Library, Library staff, and patrons.

C. Taking any photographs or video in the Library is prohibited unless permission is granted by the Library Director or his/her designee.

D. Parents/Caregivers/Guardians are responsible for supervising their children while in the Library and ensuring compliance with the Library Code of Conduct. Children under the age of 7 must have a guardian or caregiver present nearby. A caregiver must be at least 12 years of age.

E. Animals are not permitted in the Library except for those assisting people with disabilities pursuant to Title III of the Americans with Disabilities Act and those involved in library-sponsored programs.

F. Weapons of any kind, concealed or in plain view, are prohibited at the Library, except those carried by authorized law enforcement agents.

#### **12.04 CONSEQUENCES OF UNACCEPTABLE OR IMPERMISSIBLE BEHAVIOR**

Patrons will be warned once and requested to leave for a period of one week if the unacceptable behavior continues. Subsequent instances of unacceptable behavior will result in longer suspensions. Adult patrons or minor child patrons may also be prosecuted under O.R.C. Title 29 of Ohio law for acts against the Library personnel or property.

#### **12.05 PROCEDURE FOR SUSPENSIONS**

Notice of suspension, incident report(s), and a copy of the Conduct Code will be mailed to the last known address of the patron or, in the case of a minor child, the child's parents or guardian.

#### **12.06 APPEAL OF SUSPENSION**

Appeal of the suspension may be made, in writing, to the Huron Library Board of Trustees, Huron Public Library, 333 Williams Street, Huron, Ohio 44839, within ten (10) days of receipt of written notice of suspension. The patron, or in the case of a minor child, the parents or guardian, will be notified by the Board of the date and time of the hearing on the notice of appeal.

#### **12.07 RETURN FROM SUSPENSION FOR MINOR**

A parent or guardian is required to appear at the Library to sign for the re-admission of his or her minor child.

#### **12.08 REPORTING PROBLEMS**

Staff shall complete an Incident Report in the event of problem patron behavior and forward that report to the Director.

#### **12.09 EXCEPTION TO TEMPORARY SUSPENSION PROCESS**

The suspension and appeal process listed above applies to infractions of basic library rules and etiquette. If, however, the behavior of a patron or staff member is particularly egregious and/or endangers others, the supervisor shall make a report with the Huron City Police, and the Board of Trustees maintains the right, after review and deliberations, to impose an immediate permanent suspension.