



CODE OF CONDUCT POLICY

The Putnam County District Library (PCDL) seeks to provide quality library service to all patrons. The following Code of Conduct has been created to do the following:

1. Protect the rights of individuals to use library materials and services
2. Protect the right of library employees and volunteers to conduct library business without interference
3. Ensure the use of the buildings, materials and services by the greatest number of individuals
4. Preserve those materials and facilities from harm
5. Ensure the safety of library patrons, employees, and volunteers

Any misconduct that hinders the use of the library or library materials is prohibited. Such misconduct might include but is not limited to:

1. Making unreasonable noise, including, but not limited to, loud talking, singing, other loud or disruptive noise, or noise from cell phone or audio/visual equipment usage
2. Using profane, obscene, or abusive language
3. Making racial, ethnic, religious, gender or sexual orientation epithets
4. Harassing patrons or staff, including without limitation deliberate or repeated language or behavior that is intimidating, hostile, and/or offensive, or that adversely impacts staff work performance or patron use of the PCDL
5. Intentionally damaging, destroying, or stealing property belonging to the PCDL, another patron, or staff
6. Running or engaging in horseplay
7. Lying down or sleeping, including giving the appearance of sleeping
8. Littering
9. Abusing or improperly using furniture, equipment, or materials
10. Soliciting and/or panhandling PCDL patrons or staff, including but not limited to soliciting money and/or donations, and/or selling or attempting to sell merchandise to PCDL patrons or staff
11. Posting or distributing literature without permission
12. Gambling
13. Blocking entrance to and exit from any of the PCDL library locations; monopolizing/obstructing space, seating tables, or equipment to the exclusion of others

14. Trespassing, violating an eviction, entering PCDL locations when banned, or remaining on the grounds of any PCDL owned, leased, or managed buildings, grounds or parking lots after having been restricted or directed to leave
15. Fighting, challenging someone to fight, physical abuse, or assault
16. Engaging in or soliciting a sexual act, or indecent exposure
17. Improper dress including bare feet, no shirt, and uncovered swimsuits
18. Vandalizing PCDL facilities or equipment
19. Being under the influence, possessing alcohol or drugs, selling drugs or alcoholic beverages
20. Bathing, shaving, or washing clothes on the premises
21. Bringing animals other than service animals into the PCDL
22. Smoking, using tobacco, or using electronic nicotine delivery systems or similar products, such as e-cigarettes, in or on any PCDL owned, leased, or managed buildings, grounds or parking lots
23. Using roller blades, roller skates, skate boards, spiked shoes, cleats, or other sports equipment in in or on any PCDL owned, leased, or managed buildings, grounds or parking lots
24. Entering unauthorized workspaces or work areas or other non-public areas
25. Taking photographs and/or recording videos of PCDL staff or patrons without their permission
26. Possessing weapons of any kind, either concealed or in plain view, in PCDL locations, unless the person in possession of the weapon is a law enforcement officer
27. Violating the PCDL's Internet and Electronic Resources policy, or otherwise misusing computers
28. Violating other PCDL policies or guidelines
29. Violating federal, state, and or local law
30. Engaging in other acts disruptive to patrons and staff

Violations

The Board of Trustees authorizes the Director and PCDL staff to enforce this Patron Code of Conduct consistent with this policy. The rules of public behavior will be prominently posted at all library locations and will be made available electronically, and patrons who violate this Code of Conduct will be given notice of their violation. A violation may result in a patron's expulsion from the PCDL, restriction from the PCDL, suspension of PCDL privileges, and/or arrest and criminal prosecution or other legal action, as appropriate. When necessary the PCDL will work with law enforcement authorities to prosecute actions for criminal behavior against the PCDL, its patrons, and staff. Although the PCDL reserves the right to require anyone violating the Code of Conduct to leave PCDL property the PCDL will generally follow these steps when a violation occurs:

- 1) PCDL staff will verbally bring to an individual's attention any act or omission that violates the Patron Code of Conduct or related PCDL policies and ask the individual to change his or her behavior to conform to the rules
- 2) If such change is not evident or forthcoming, PCDL staff will direct the individual violating this Patron Code of Conduct or related PCDL policies to leave the property (which includes both the building and the premises whether owned, managed or leased). In some situations, a violation may result in an individual being directed to leave PCDL property (Step 2) without the patron having been given a verbal warning under Step 1, including, for example, in situations when a patron's presence possess a continuing danger to persons or property or an ongoing threat of disruption (for example, when engaging in a physical fight, etc.), or based on the severity or frequency of the violation. (Individuals will have the opportunity to request a review of this decision with the Director of the PCDL or his/her designee, see Appeal Process below.)
- 3) Failure to leave PCDL property (which includes both the building and the premises whether owned, managed or leased) when directed may result in intervention by the police and a possible charge of criminal trespass per Section 2911.21 of the Ohio Revised Code.
- 4) Individuals who violate the Code of Conduct may be restricted from the PCDL for varying periods of time, depending on the severity or frequency of the violation. If restricted for more than one day, the PCDL will give written notice of the violation and restriction, either in person at the time of the violation or by mail if possible. With respect to juveniles, any such notice of restriction will be sent to the juvenile's parent or guardian. Individuals who have been so restricted will be required to meet and discuss the violation with the Director before being readmitted, with juveniles being required to bring a parent or guardian to nay such conference.

The Director and PCDL staff may, in their own discretion, call the police for assistance as needed. The PCDL reserves the right to enforce this code of Conduct consistent with safety, health, legal and other relevant considerations, and the PCDL will comply with all applicable laws.

Appeal Process

A patron who has been expelled or restricted from the PCDL, or whose Library privileges have been suspended may make an appeal to the Board of Trustees. This appeal must be made in writing within ten (10) days upon receipt of the disciplinary action. This appeal must be submitted via mail to the Board of Trustees, Putnam County District Library, 136 Putnam Parkway, Ottawa, Ohio 45875

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.