

CHAPTER 13

CODE OF CONDUCT

13.01 **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.

13.02 **Unacceptable Behavior**

Unacceptable behavior is not permitted. Unacceptable behavior includes, but is not limited to, the following:

- a. Loud talking or other noise
- b. Physical threats or abuse
- c. Running and roaming
- d. Abusive or foul language
- e. Abuse or misuse of Library furnishings, equipment or materials
- f. Congregating in or around entrances or stairways, inside or out.
- g. Commission of an illegal or unauthorized act on library property, against the personnel or property of the library, i.e., theft, trespass, assault, arson, etc.
- h. Failure to pay fines or proper library costs when due.
- i. Carrying a concealed or unconcealed weapon onto Library premises.

13.03 **Impermissible Behavior**

The following are not permitted on Library Premises:

- a. Solicitation
- b. Smoking
- c. Eating or drinking (except in designated areas)
- d. Loitering
- e. Weapons
- f. Portable media devices, radios, tape players, and other portable listening devices may only be used with earphones with volume not perceptible to others
- g. Use of cell phones or other portable oral communication devices other than in designated areas.

13.04 **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.

13.04 **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.

13.05 **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.

13.06 **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.