

## Library Code of Conduct

The Chetco Community Public Library District wants to make sure that our property is safe and welcoming for everyone. In order to provide such an environment, we ask that you follow these rules while on library property:

- Ask for help when you need it
- Let us know if the library does not have an item or service you want
- Be courteous to library users and staff
- Feel free to bring your service animal into any library building. No other animals, including pets, emotional support animals, or therapy animals are permitted.
- Keep animals leashed and do not leave them unattended
- Keep your belongings with you at all times
- Do not bring into the library more than three (3) total bags, boxes, or other items of reasonable size, with the exception of wheelchairs and baby strollers being used for the actual transport of a person
- Refrain from any loud or disruptive behavior which disturbs library activities
- Avoid any scent or odor so offensive as to constitute a nuisance to others
- Dress properly at all times, including wearing shoes, shirts, and bottoms
- Leave bikes and other wheeled transport devices outside, excluding mobility devices used by persons with disabilities and skateboards/scooters when carried as personal property
- Do not use tobacco or vaping devices in library buildings or within 10 feet of any door, open window, or air vent which pulls air into the building
- Do not monopolize space or interfere with the free passage of others on library grounds
- Do not solicit or advertise
- Do not bathe, shave, or wash clothes on the premises
- Ensure children under the age of 10 are accompanied by a responsible caregiver 14 years or older at all times. Children under 5 should remain within sight of that responsible party at all times.
- Use headphones when listening to any audio content, and make sure the volume isn't too loud so as to disturb others around you
- Do not use library materials, equipment, fixtures, furniture, buildings, or grounds in any manner that:
  - Is inconsistent with normal library uses
  - Can damage library property or the property of others
  - Is likely to cause personal injury to one's self or others
  - May cause damage or excessive or unreasonable wear
- Ask permission before using library phones, speak quietly while on the phone, and keep calls to five minutes or less
- No overnight parking. Vehicles parked in violation of this rule may be towed without notice at the owner's expense.
- Do not set up tents, tarps, furniture, or any other temporary or permanent structures
- Do not litter
- Do not photograph or film library users or employees without their consent
- Follow any reasonable direction given by a library staff member

The following behaviors will result in immediate eviction from library grounds and may result in the police being contacted:

- Sexual misconduct or harassment (e.g. unwanted physical contact, leering, sexual innuendoes, sexual propositions, acts of physical aggression, continued unwanted attention or flirtation)
- Fighting, challenging someone to a fight, assault; or harassing, threatening, or intimidating behavior
- Using the internet or other library equipment for unlawful purposes (e.g. child pornography)
- Theft or vandalism of library property, or items belonging to staff and/or other library users, including theft of toilet paper, paper towels, hand soap, etc.
- Trespassing, which includes unapproved entry in non-public areas of the library or being on library grounds after being evicted
- Being under the influence, possessing, selling, distributing or using illegal drugs or alcoholic beverages, or smoking marijuana on library premises
- Unlawful possession of weapons
- Public urination or defecation
- Failure to follow any other rule of conduct after being requested to do so

**Cell Phones:** Cell phones must be set to vibrate only or powered off while inside the library. If you must accept a phone call, speak quietly and keep it brief. Extended or loud conversations should be taken to the library lobby or outside.

**Food & Drink:** You may bring in drinks with lids and small snack items that do not create crumbs or other mess. Drinks without lids and hot or prepared foods are not allowed outside of approved meetings and library events. Consuming or possessing any food or beverages that are potentially disruptive or damaging because of odor, waste, or spills is prohibited. No food may be consumed at public computers.

## **Community Bulletin Board**

**1. PURPOSE.** The purpose of the library bulletin board is to provide space for local non-profit and non-commercial organizations involved in educational, civic, cultural or charitable activities to display notices and flyers that promote awareness of services and events of interest to the community. Materials that do not further these purposes will not be displayed on the bulletin board; including legal notices and commercial notices and advertisements such as items for sale, services for sale, help wanted and job postings.

**2. PRIORITY.** Priority for bulletin board space is given to notices of specific upcoming events. Information about services and events that are available on a continuing basis may be posted if space permits. These notices will be dated when posted and removed after a maximum of 30 days.

**3. SIZE LIMITATIONS.** All items for display are subject to the availability of space. The size of posting may not be any larger than 8 ½ x 11. Larger items will be posted only if space is readily available.

**4. TIME FOR DISPLAY.** Any displayed material is subject to removal by the Library after 14 days. Notices of specific events will be removed after the date of the event. The library will dispose of all signs, posters, and other materials when they are removed.

**5. NO POLITICS.** Political campaign or position materials urging people to vote for or against a person or an issue, or to attend a political event promoting a particular person or issue, will not be allowed.

**6. APPROVAL REQUIRED.** Materials must be presented to library staff for approval and posting/display and will be posted on a first come, first served basis. Posted materials must be approved, initialed and posted by a designated staff member. Material left for posting or distribution without authorization from the library will be discarded.

7. APPEAL. In the event that a group or individual would like to appeal the library's decision not to display an item, an appeal may be made, in writing, to the Director, whose decision shall be final.

8. NOTICE. The library does not advocate or endorse the viewpoints, beliefs, or activities of any organization or event that is publicized on the library bulletin board.

Behavior that is prohibited by law or by this Library Code of Conduct may result in the following consequences, depending on the level of the infraction:

- Request to change the behavior or leave the library
- Ban from the relevant service (e.g. meeting rooms, computers, bulletin board, etc.)
- Billing for damage
- Exclusion—temporary, conditional, or extended
- Intervention by law enforcement and/or charges being filed

**Appeal Process:** Any eviction can be appealed in writing to the Director. The Director will respond to your appeal within 7 business days. If the Director denies the appeal, one additional appeal can be filed in writing to the Board of Directors, who will review your appeal at their next regular board meeting and respond within 7 business days after that meeting.