



# Putnam County District Library

## RULES OF CONDUCT POLICY

The Putnam County District Library 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. Loud or boisterous behavior including conversation that is disturbing to other individuals or employees
2. Using radios, tape players, or other personal listening equipment at a level that can be heard by other individuals
3. Profanity or other abusive language toward other individuals or toward employees.
4. Harassing others, either verbally or through actions. Harassment may include initiating unwanted conversations, impeding access to the building, etc.
5. Fighting on library property
6. Running in the library building
7. Congregating in or around entrances or stairways, inside and out
8. Using tobacco in any form while inside a library building
9. Possession, sale, or use of alcoholic beverages or illegal substances on library property
10. Sexual conduct that is considered a violation of Chapter 2907 of the Ohio Revised Code
11. Commission of an illegal or unauthorized act on library property against the patrons, personnel or property of the library, i.e., theft, trespass, assault, arson etc.
12. Using the emergency exits at times other than during an emergency
13. Buying or selling of any kind, or soliciting for personal gain or charitable purposes

14. Eating or drinking in a library building except for groups which are using meeting rooms
15. Skateboarding anywhere on library property
16. Sleeping in the library
17. Not wearing a shirt or shoes
18. Bringing animals other than guide dogs into a library building

Violation of any of the above rules will result in the following action:

1. The offender will be given one verbal warning
2. If the violation continues, the offender will be instructed to leave library property and will not be permitted access to the Main library or any Branch library for a period of one (1) week.
3. If the offender refuses to leave, the police will be called to remove him/her, and the offender will not be permitted access to the Main library or any Branch library for a period of one (1) month.
4. If any person who has received a month suspension again violates any of the above rules, he/she will be barred from the Main library and all of the Branches for one (1) year.
5. Chronic offenders (those who are asked to leave the premises on three separate occasions within a six (6) month period) will be barred from the Main library and all of the Branches for one (1) year.
6. If a suspended person enters or attempts to enter the premises before library privileges are restored, he/she will be subject to criminal prosecution for trespass as allowed by the law.

Library staff will inform the Library Director of all matters involving suspension. The Director will issue a notice of suspension by certified mail, return receipt requested, to the last known address of the patron or, in the case of a minor child, his/her parents or guardian.

Appeal of the suspension may be made in writing within ten (10) days upon receipt of the notice, to the Board of Trustees, Putnam County District Library, 525 North Thomas Street, 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.