

# Library Code of Conduct

The Board of Trustees of the Beaufort County Library has adopted the Code of Conduct to provide a welcoming environment for those using library facilities and resources.

**All library users, regardless of age, are subject to the Library's Code of Conduct. Behavioral regulations will be enforced by Library staff in a fair and reasonable manner. Parents and caregivers, not Library staff, are responsible for the actions and safety of children visiting the Library; however, Library staff and/or law enforcement officers are authorized to stop prohibited activities and behaviors.**

**Failure to comply with the Library's established regulations and policies may result in an individual's restriction/termination of Library privileges, ranging from exclusion from Library property for the remainder of the day to permanent exclusion and/or arrest/prosecution.**

An individual excluded from Library property may appeal in writing to the Library Executive Director. Decisions of the Executive Director may be appealed in writing to the Library Board.

An individual receiving a Trespass Warning Notice wishing to appeal the notice must submit a request for a hearing to the Library's Board of Trustees within five (5) business days of receiving the written notice per the SC Code of Laws 16-11-625(A)(2)(c).

Unruly, inappropriate or annoying behavior; violations of Federal, State or local laws; and violations of Library policy are prohibited.

## **Examples of prohibited activities and behaviors include, but are not limited to:**

- Caregivers leaving children unattended. Caregivers must remain in the same area of the library as the child being cared for.
- Failing to pick up a child/teen (ages 17 and younger) at a Library facility before its closing time.
- Caregivers allowing children under age four (4) to use a Library computer without the hands-on supervision of someone at least 15 years of age.
- Possessing, consuming or being under the influence of alcohol or illegal drugs.
- Engaging in sexual activity of any kind.
- Threatening or committing acts of physical violence.
- Displaying material inconsistent with Internet Use Policy standards.
- Possessing a weapon or other item deemed by Library staff to be potentially dangerous to others.
- Intentionally damaging, destroying or stealing any property belonging to the Library, patrons or staff.
- Prolonged display of physical affection.
- Failing to heed program attendance limits/room capacities.
- Failing to heed requests of Library staff in relation to potential Code of Conduct violations or other Library business.
- Removing, altering, relocating or misusing Library furnishings.
- Monopolizing Library equipment, materials or facilities.
- Using obscene or abusive language or engaging in obscene/intimidating actions.
- Creating disruptive noises such as loud talking, screaming or banging on Library furnishings.

- Interfering in any way with the free movement of others.
- Persistent staring at others or following others around.
- Attempting to enter nonpublic areas.
- Failing to silence all electronic devices. All sound produced by electronic devices must be silenced or audible only to the user.
- Consuming food or beverages outside an approved or designated area with exception of baby bottles for infants and toddlers. Closeable drinking containers are permitted.
- Sleeping.
- Bringing into the building any large or cumbersome items, such as bicycles, bedrolls, luggage, etc.
- Creating an obstruction for others entering or exiting a Library facility.
- Smoking, using tobacco products or vaping.
- Skateboarding or skating.
- Selling and/or soliciting for services, money or products.
- Distributing or posting printed material/literature that has not been approved by Library Administration.
- Bringing animals, other than service animals, into a Library facility without staff approval.<sup>1</sup>
- Using photographic, video or other recording devices without Library staff approval.
- Entering a Library facility without footwear and a shirt, pants or other covering of the upper and lower body. Carried children are exempt from the footwear requirement.
- Bodily hygiene that is offensive so as to constitute a nuisance to others.
- Misusing public restrooms. Bathing, shaving or lingering is prohibited.
- Adults lingering in the teen or children's area when unaccompanied by a teenager or child.

**Revised and Approved by Library Board of Trustees on March 13, 2019**

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<sup>1</sup> Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animal, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition (*Code of Federal Regulations, Title 28, Section 36.104*)