

## Code of Conduct

Pursuant to sections 3375.40 (H) and 2935.041 of the Ohio Revised Code, the following Code of Conduct was adopted by the Coshocton Public Library Board of Trustees on August 20, 2013.

The public library is a place where citizens come to select materials, conduct research, study, and read. The following rules have been adopted for the comfort and protection of everyone using the library. The library staff will enforce these rules in a courteous yet firm manner. We ask that everyone using the library cooperate by maintaining a pleasant atmosphere conducive to study. If any patrons are confronted with violations of these rules, he/she should alert a staff member immediately.

1. Disruptive behavior is not permitted in the library or on library property.

The following types of behavior are strictly prohibited:

- Excessive noise
- Using foul or abusive language
- Threatening words or actions
- Interfering with other patron's work and the efficient operation of the library
- Running
- Solicitation
- All illegal activities
- Eating and drinking in all parts of the library open to the public with the following exceptions: Refreshments are permitted in the public meeting rooms, and beverages with lids are permitted in the magazine area
- Sleeping
- The use of cannabis or tobacco products or their electronic substitutes
- The use of, or being under the influence of, alcohol or an illegal substance
- Bringing animals into the library except designated service animals
- Taking photographs and/or recording videos of patrons without their permission
- Offensive hygiene that disrupts the use of the library for other staff and/or patrons (non-medical)

2. Theft and/or defacement of library materials is a crime punishable by law.
3. Upon leaving the library, patrons may be asked to show proof that their library materials have been properly checked out. Patrons who do not cooperate will be detained for law enforcement.
4. Carrying a weapon on library property which includes concealed carry permit holders is not permitted unless authorized law enforcement.
5. Children under the age of six must be accompanied by an adult at all times.
6. Patrons must be fully clothed including, but not necessarily limited to, shoes, shirts, blouses, sweaters, etc.

Any person violating the above rules may be asked to leave the library premises. Failure to comply will result in notification of legal authority.

As a result of violating the above rules, the Library Director may elect to suspend a patron's access to library facilities for a period of time or deny access to specific services and/or programs. The suspension period shall be reasonably related to the severity of the offense and its danger to public health, safety, and welfare. In addition, a patron who repeatedly violates the above rules is also subject to suspension of library privileges as determined by the Library Director. This will take place in the following manner:

1. The Library Director will notify the patrons in writing the length and terms of the suspension, the reasons for the suspension, and the appeal policy.
2. A patron may appeal the issuance of a suspension. Said appeal must be made in writing to the Library Director no later than 15 days upon receipt of the letter of suspension. The Library Director will respond to the written appeal no later than 15 days after receiving the written appeal.
3. In the event the Library Director upholds the suspension, a patron may appeal to the Coshocton Public Library Board of Trustees. This must be done in writing to the Library Director no later than 30 days upon receipt of the letter upholding the suspension. The patron will receive notification of the hearing date, time, and location. At the hearing, the patron will have an opportunity to provide information as to why he/she believes the suspension should be removed or the duration amended. Failure to appear at the scheduled hearing waives any right to a hearing.
4. If a patron's library privileges are suspended indefinitely, the patron may petition the Board of Trustees to review his/her suspension on an annual basis in the following manner: The suspended patron will file a written petition stating the patron's name, address, and current telephone number, the date the patron's indefinite suspension began, the change in circumstances which demonstrate that the patron's library privileges should be reinstated, and other information which the patron believes is pertinent to the matter.
5. A patron may pursue other methods of appeal as provided by law.

Board of Trustees  
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