

	<h2>Clay County Public Libraries Policy\Procedure</h2>	Procedure Date(s) 12/12/18
ADM-004.0	Code of Conduct	

Purpose:

The Clay County Public Libraries (Libraries or CCPL) provide the following **Code of Conduct** to ensure that the Libraries provide an atmosphere conducive to the appropriate use of their services and facilities. The following rules and regulations have been established for all library users – children and adults.

Prohibited Activities:

The following actions and forms of conduct are not permitted:

- **Clay County Unattended Children Policy:**

The safety of children left alone in a library facility is a serious concern to the library staff. The responsibility for the safety and behavior of children in the Libraries rests with the parent or caregiver and not with library personnel. Library employees cannot be responsible for children who are unattended or demonstrating inappropriate behavior. The following guidelines will be followed concerning the care and behavior of young library users:

1. **Children under the age of 9 must have a parent or caregiver in the immediate vicinity of and in visual contact with the child at all times, except when in a staff run children’s program. An assigned caregiver must be a responsible person and must carry emergency contact information**
2. **If a child under the age of 9 is found unattended, library staff will attempt to locate the parent or caregiver in the library and inform him/her of the rules. If the parent or caregiver cannot be found, or if the child is found unattended again, the Clay County Sheriff’s Office will be called for assistance.**
3. **Children 10 to 12 must have a parent or caregiver in the building for the duration of their visit.**
4. **Children 14 or younger who do not have transportation home at closing time will be asked for telephone numbers of people who can pick them up at the library. If a child 14 or younger is not picked up at closing, library staff will call the Clay County Sheriff’s Office. Two**

staff members are required to stay with children until they are picked up.

- Abuse or vandalism of library materials, equipment, or property
- Removing materials from a library without first checking them out with a valid library card
- Bathing, shaving, washing clothes or other misuse of restrooms
- Bicycles left in a library, the lobby, or the entranceway to the facilities or on sidewalks
- Animals in a library with the exception of service animals, trained to assist the disabled, as defined by Florida Statute.
- Disruptive use of headphones, cellphones, or other electronic devices
- Distribution or posting of printed materials not approved by library staff
- Eating outside of designated areas
- Beverages that are not in a container with a lid\top\etc. to prevent accidently spilling
- Engaging in sexual activity of any kind, sexual harassment or indecent exposure
- Interfering with another person's right to use a library or with a library staff's performance of their duties
- Lack of personal hygiene so offensive as to disrupt the use of a library by other patrons
- Loitering, including refusal to leave at closing
- Harassment of staff, volunteers, or patrons in any manner. Harassment may include: inappropriate touching or comments; questions of a personal nature which may be deemed offensive; noisy or boisterous activities; following another person around the building with the intent to annoy; playing audio equipment (including headphones) so loudly that others can hear it; singing or talking loudly to others or in monologues; using profanity; or by behaving in a manner that can reasonably be expected to disturb others
- Possessing, consuming, or being under the influence of alcohol or illegal drugs
- Wearing bathing suits, going shirtless, or bare feet
- Running, fighting, roughhousing and other disruptive behavior
- Solicitation of any kind
- Skateboarding, roller-skating, or any other similar activity
- Smoking, including chewing tobacco products, vaping or the use of e-cigarettes or spitting tobacco
- Unruly or offensive behavior
- Verbal/physical abuse or sexual harassment of Library patrons or staff

Violation of the Code of Conduct:

The Libraries reserve the right to require anyone violating the Code of Conduct to leave a library for the remainder of that day. Those willing to modify unacceptable behavior may be allowed to stay. Behavior becomes unacceptable when it interferes with the mission of the Libraries, impinges on the rights of others, causes damage to buildings or equipment, or causes injury to oneself or others. In cases of unacceptable behavior, patron identification including name, address, and phone number, may be requested. Violations may result in the suspension of an individual's library privileges and being temporarily or permanently barred from all Libraries for up to one year as well as lead to legal action or criminal prosecution.

In the event the County Library determines that an individual shall be barred from any Library for any period of time greater than one day, the County Library shall provide such individual written notice of said bar, the duration of the bar and the reasons for the bar.

The written notice shall explain that the individual has the right to appeal the bar to the Director of Library by a written appeal filed with the Director of the Library within 30 days of the notice of bar.

After review, the Director, or designee, will communicate a decision and the reason for it, in writing, to the patron who initiated the appeal.

In the event that the patron who initiated the appeal is not satisfied with the decision, they can present a written appeal of the decision to the County Manager or designee.