

## BEHAVIOR AND USE OF THE LIBRARY

1. The McComb Public Library Board of Trustees is responsible for determining the rules for behavior. The purpose of the rules are:
  - a. To protect the rights of individuals
  - b. To allow library employees to conduct library business without interference from other individuals
  - c. To provide a secure environment for both individuals and employees
  - d. To preserve library materials and facilities from harm
2. The director as the board's designee may exclude from the use of the library any individual who willfully violates the rules set by the board.

In these cases, unless the person inflicts harm or becomes dangerous, the individual will receive one warning, and at the second offense must leave the library premises for the rest of the day.

3. The rules for behavior are listed below along with action that may be taken if these rules are violated. Employees are authorized to bring to an individual's attention any violation of these rules. If necessary to enforce these rules, the police will be called for assistance.
  - a. Any misconduct that disturbs individuals or employees or that hinders the use of the library or materials is prohibited. Such misconduct includes but is not limited to:
    - i. Loud or boisterous behavior
    - ii. Conversation that is above an acceptable noise level or is disturbing to others
    - iii. Use of a personal electronic device at a level audible to others
    - iv. Using or parking bicycles, roller blades, skate boards or other vehicles within the building or blocking the entrances
    - v. Abusing library furniture, equipment, materials or buildings
    - vi. Running, roaming, etc. in the library
    - vii. Harassing others, either by word or action; which may include initiating unwanted conversation, impeding access to the building, etc.
    - viii. Taking photographs and/or recording videos of library staff or patrons without their permission.
  - b. Fighting, physically or verbally is prohibited. Individuals must leave the premises immediately.
  - c. Smoking and the use of all tobacco products is prohibited in the library. Items must be immediately disposed of in an appropriate manner.

- d. Sleeping is prohibited in the library. The individual will be awakened to ensure that he or she is not ill and warned that sleeping is prohibited. At the second offense the individual will be asked to leave the library premises for the rest of the day.
- e. Selling for profit is prohibited in the main library. The only exceptions are activities sponsored or co-sponsored by the library. Groups or individuals wishing to sell for profit will be required to rent the meeting room.
- f. The distribution of leaflets, brochures, etc. on library property is prohibited without permission from the staff. Community non-profit organizations, government agencies, schools and school organizations may submit literature for display in the information racks or on the community display window. Taking surveys, asking individuals to sign petitions, or similar activities are prohibited.
- g. Appropriate clothing, including shirts and shoes, must be worn at all times in the library. An individual without appropriate clothing must leave the building and may not return without appropriate clothing. An individual that has removed clothing or shoes within the library will receive one warning and if does not redress or at a second offense must leave the library premises for the rest of the day.
- h. An acceptable standard of personal hygiene is expected of all individuals. Unpleasant body odor, which may offend other individuals in the library, is considered unacceptable. Mud or other dirt on shoes or clothing that leaves soil on the library's carpets or furniture is also unacceptable. An individual with an unacceptable standard of personal hygiene will be advised of the rule. At a second offense the individual will be asked to leave the library premises for the rest of the day. Individuals wearing dirty items that transfer dirt to carpets or furniture will be asked to leave until appropriately clothed.
- i. Bathing is prohibited on library property. The individual will be warned that bathing is prohibited and asked to stop immediately. At a second offense the individual must leave the premises for the rest of the day.
- j. The library is not responsible for unattended children. Children under eight years of age must be under the direct supervision of a parent or other responsible caregiver in the library, not a working staff person. The library recommends that a caregiver accompany all young children. (see Appendix A: Unattended Children Policy)
- k. The library reserves the right to inspect all bags, purses, packs, etc. for library materials. The library is not responsible for personal property left unattended.

- I. Food and drink are prohibited for those under 18 with the exceptions of library programs and after school snacks.
        - m. Improper removal of library materials is prohibited. Individuals found trying to leave without checking out materials must return the materials immediately and leave the premises. Possible legal action may be taken.
- 4. The rules and regulations are based on the Board's powers under Ohio Statutory and Case Law to operate a public building. All federal, state, and local laws and ordinances must be obeyed while on library property.

#### REPEATED VIOLATIONS OF THE LIBRARY RULES OF BEHAVIOR

Individuals who cause repeated disturbances or violations in the library will have their privileges revoked or restricted.

An ADULT who is a repeat offender will be warned that library privileges may be withheld and that use of the library may not be permitted if such behavior continues. If the individual continues to violate library rules and regulations the library may take legal action to obtain appropriate relief.

A MINOR who causes repeated disruptions in the library will be warned that privileges will be restricted if such behavior continues. A letter will be sent to the parents or guardians describing the problems and warning them of the consequences. A minor who continues to violate library rules and regulations will not be permitted to use the library unless a parent or guardian accompanies and supervises the minor while he or she is in the library.

The director shall determine the length of restricted or lost privileges.

Adopted by the Board of Trustees April 16, 2012,  
amended June 17, 2013  
amended February 17, 2020  
amended March 17, 2025