



BLUFFTON PUBLIC LIBRARY **CODE OF CONDUCT**

The following code of conduct has been adopted by the Bluffton Public Library Board of Trustees for the comfort and protection of all patrons using the library. The Bluffton Public Library expects everyone using the library to respect the code and cooperate by maintaining a pleasant atmosphere conducive to the comfort and protection of all patrons in meeting their needs for the Library resources and services. If any patron observes or is confronted with violations of the code, the patron should alert a staff member immediately.

1. Disruptive behavior* is not permitted on library property.

The following types of behavior on library premises are considered inappropriate and a disruption of services. Library staff will address the behavior in a firm yet courteous manner and will take appropriate action.

- All illegal activities, including intentional defacement of library materials or property are crimes punishable by law. Police will be contacted
- Excessive noise, including patron use of cell phones.
- Loitering or blocking entryway, stairways or doorways.
- Offensive body odor or poor hygiene, or other excessive odors, to such a degree that it creates a nuisance to others or disrupts library service.
- Disrespectful, derogatory or threatening language or actions.
- Skateboarding or rollerblading.
- Solicitation.
- Any tobacco or alcohol use, including being on the premises under the influence.

2. Children under 8 years of age must be accompanied and supervised by a parent or responsible caregiver (over 14 years of age) unless engaged in a library program that specifies otherwise.

3. Shirts and shoes must be worn in the library.

*Library staff will determine, based on code of conduct, if a behavior is disruptive. If staff determines there is disruptive behavior, the patron will be asked to leave. If the patron refuses to leave or abide by staff instructions, the police will be called and library services will be suspended based in the following:

1st violation: 1 week suspension of library services.

2nd violation: 1 month suspension of library services.

3rd violation: 1 year suspension of library services.

***Library Services include use of computers, checking out materials, and permission to be on library property. Notification will be made via letter.**

Pursuant to Sections 3375.40(H) and 2935.041 of the Ohio Revised Code the following Code of Conduct was adopted by the Bluffton Public Library Board of Trustees on March 29, 2006, revised and adopted on April 24, 2012, revised and adopted on March 24, 2015.