

## Code of Conduct

**For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions are examples of conduct not allowed on Library property:**

1. Violations in local, state or federal law;
2. Smoking, use of any tobacco products including, but not limited to: cigarettes, cigars, chewing tobacco or use of a nicotine delivery system that produces smoke or vapor in the buildings or within 50 feet of any library entrance;
3. Possessing weapons;
4. Creating any loud, unreasonable and/or disturbing actions - by an individual or electronic device, including cell phones - that could interfere with the ability of others to use and enjoy library services;
5. Being under the influence of, selling and/or possessing alcohol or illegal drugs;
6. Threatening behavior toward another person, either verbally or physically;
7. Sleeping or putting your head, feet or legs on tables, smoking, sitting on stairs, rearranging or misusing library furnishings;
8. Eating. Drinking from containers without lids;
9. Using library facilities or equipment for other than library purposes, including loitering, solicitation, selling or distributing materials without prior written authorization;
10. Leaving a child under nine years old in the library unattended by a responsible person;
11. Leaving a child or young adult under 18 years old in the library after closing time;
12. Bringing animals in library buildings, except for licensed service animals;
13. Misusing library restrooms to bathe, shave, change clothes, loiter or any other inappropriate behavior;
14. Entering non-public areas of the library or using non-public library telephones, without permission;
15. Stealing or defacing library property, including books and other materials;
16. Taking library property, including books and non-print materials outside library buildings without following established loan procedures;
17. Using library computers inappropriately, including, but not limited to: viewing inappropriate websites as defined in [SC Code 16-15-305](#); using the Internet for illegal purposes; displaying, sending or printing obscene materials; damaging, altering or tampering with the library's equipment or software; and manipulating or interfering with the time management and print management software;
18. Entering the library buildings without being fully clothed, including shoes, shirt, and pants, shorts, dress, or skirt;
19. Entering the library buildings with offensive body odor or personal hygiene;
20. Bringing personal items into the library that will not fit comfortably under a chair or leaving items unattended. Bags should be no larger than 18 inches long. Larger bags of any type, including bedrolls and luggage, are prohibited. Bringing in items with a foul odor that alone, or in their aggregate, could impede the safety of others;
21. Leaving personal items unattended and/or storing personal items in the library;
22. Bringing wheeled devices into the library, other than wheelchairs, walkers, strollers or wheeled book bags. Bicycles shouldn't be brought into library buildings;
23. Refusing to leave the library at the designated closing time;
24. Disregarding fire regulations; and \
25. Failing to comply with the Library's established standards and guidelines.

All bags and other articles are subject to inspection by library personnel. The library reserves the right to limit the size and number of items brought into the library.

Library staff will intervene to stop prohibited activities and behaviors. Failure to comply with the library's established standards of acceptable behavior may result in removal from the building and/or restriction of library privileges.

**Reaffirmed by the CCPL Board of Trustees June 2016**