

## **Geauga County Public Library Operating Policy Manual**

SECTION: BEHAVIOR AND CONDUCT IN THE LIBRARY  
NUMBER: 951  
EFFECTIVE DATE: June 21, 2016  
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To maintain an atmosphere appropriate for work, study and enjoyment for all library users and staff, the following policy on behavior in the GCPL libraries and on library property has been established. The policy will be courteously, but firmly, enforced by library staff.

Appropriate library activities include: browsing for materials, reading, thinking, quiet conversation, homework, writing reports and researching. If library games, puzzles, computers or audio-visual equipment are available, they are to be used quietly, so as not to disturb others. Group study up to four at one table and quiet tutoring of one or two students are permitted. Group study by, or tutoring of, more students at one time, or any other group work which creates enough noise to disrupt other patrons, must be conducted in a meeting or conference room, following meeting room policies and procedures or in another available space designated by library staff.

Inappropriate activities include: running, throwing, loud or abusive talking, eating or drinking in other than designated areas, moving furniture, putting feet on furniture (unless footstools are available), sleeping, loitering, gambling, inappropriate public displays of affection, excessive socializing (socializing is permitted in designated areas such as the Bond Commons at Geauga West Library), proselytizing, soliciting, selling, distributing leaflets, use of tobacco products and any other activities which disrupt the library. Any illegal activities, including vandalism, will not be tolerated.

Disruptive behavior is defined as noisy, boisterous or acting-out behavior which is inappropriate in a setting where business is being conducted. This behavior may represent a physical danger to people or property, or may interfere with the legitimate library business of other users or staff. Members of the public who engage in harassing or discriminatory conduct may be denied access to Library buildings and programs.

Patrons who are behaving inappropriately or disruptively will be warned that the behavior must stop. If the behavior is not immediately corrected, the person will be told to leave the premises. For serious violations, patrons may be asked to leave even if they correct the problem. Anyone who does not leave after being told to do so will be considered a trespasser and will be treated accordingly, including involving the police. Habitual abusers of library rules may be banned from the premises for a period ranging from one day up to and including a permanent suspension. A minor (anyone under 18 years of age) who creates chronic problems may be required to bring a responsible adult who will remain with him or her in the library.

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Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance onto public library premises.

For conduct and safety reasons appropriate attire needs to be worn in the library and on library property including footwear and tops such as shirts and tee tops.

Each Library Manager is responsible for training all library staff to consistently enforce library rules of conduct. Continuous and positive communication with local police is important to maintaining a positive and welcoming atmosphere in each library.

Related Policy #953 – Incident Reports

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