

Code of Patron Behavior

The Board of Trustees and the administration of the Clarksburg-Harrison Public Library are dedicated to providing a full range of library services and protecting the rights of library access for all members of the community. The library pledges to provide a pleasant environment that is conducive to library service and suitable for both serious study and casual use. Except where otherwise stated, the expectations for behavior outlined in this policy will apply to the library building, grounds, parking areas and Waldomore.

To enable the library to fulfill its mission, library patrons are asked to conduct themselves in a lawful, orderly and considerate manner. Patrons who violate the Code of Patron Behavior will receive notice they are in violation and may be asked to leave the library.

In addition to this general policy, the library has policies for specific situations such as meeting room use, use of computers and technology, filming and photography, etc. that should be followed when applicable. These policies can be found online and at the library's service desks.

Expectations for conduct while in the library:

- If you're in the library, you must be using the library (reading, research, browsing, computer use, homework, etc.)
- Respect the rights of other library users
- Interact with library staff and fellow library visitors in a courteous manner
- Conduct conversations including cell phone calls in a quiet manner

Any behaviors that distract from the library's ability to provide a good environment for reading and learning will not be permitted.

The following are prohibited:

- Illegal acts, including commission of any offense which would constitute a misdemeanor or felony under the criminal laws of the City or Clarksburg or State of West Virginia
- Possession of weapons of any kind
- Damaging or destroying library materials, equipment or facilities
- Loitering
- Solicitation and panhandling
- Possession of alcoholic beverages or illegal drugs
- Use of tobacco, smoking, and use of e-cigarettes; the library campus is a smoke-free zone
- Pets may not be brought into the building with an exception made for registered service animals or for special events; animals may not be left outside unattended

- Eating within the library unless at authorized library events; drinks with lids are permitted (see policy concerning use of Waldomore for details about food at Waldomore)
- Posting or distributing material without permission
- Trespassing in non-public areas
- Bringing suitcases, duffel bags, large bundles, bicycles, scooters or carts into library facilities
- Using skateboards, skates, or wheels on shoes (Heelys, etc.)
- Use of a public restroom for purposes such as shaving, bathing, washing/drying clothes
- Inappropriate attire, such as wet clothing or lack of shoes or shirt
- Unattended children under the age of 7; children must be accompanied by a caregiver age 12 or older
- Disruptive behavior (see next section)

Disruptive behavior is generally defined as any patron behavior that interferes with the normal operation of the library or which unreasonably interferes with another patron's ability to use the library. Disruptive behaviors are prohibited and will not be tolerated. Prohibited behaviors include, but are not limited to, those listed below:

- Extended or loud talking or noise that is disruptive to others
- Threatening or harassing behavior; verbal abuse toward patrons or staff
- Profane or offensive language
- Lewd or suggestive words or actions to patrons or staff
- Running, pushing, rough-housing
- A repeated pattern of behavior that is disturbing or threatening to others
- Stalking
- Napping or sleeping
- Playing audio equipment loud enough for others to hear
- Inappropriate displays of affection
- Actions suggesting the influence of alcohol or controlled substances
- Blocking of aisles or entrances
- Monopolizing library resources or staff time
- Discourteous behavior to other library patrons or library staff
- An odor nuisance (body or fragrance)

Additional rules for the Children's Area:

- Adults unaccompanied by children may not use the Children's Area as a general reading or study area.
- Children under the age of seven must be accompanied by an adult or caregiver and supervised at all times. Caregivers must be 12 years or older.
- A parent or caregiver accompanying a child in the library is expected to prevent the child from running, climbing, making excessive noise, damaging books and library property or

otherwise behaving disruptively. If the parent or accompanying caregiver cannot control the behavior of the child, both may be asked to leave the library.

- All children under the age of seven must be supervised while using a library computer.
- Children and adults using the library patio must follow the posted rules for patio use.

Consequences of Misconduct

In the event that a person is found to be in violation of one or more of the above rules, library staff or security personnel may issue a verbal warning or ask the person to leave the library. Additional sanctions may be imposed. Sanctions may include being banned from future library use or the library may contact local law enforcement or seek legal action appropriate to the situation.

Approved by the trustees of the Clarksburg-Harrison Public Library, November 19, 2014.

Public Use of Library Telephone Policy

Telephones are for library business only. However, there are situations where the public is allowed to use library telephones. These situations include:

- Contacting parents or family members of patrons to inform them of injury or illness due to an emergency occurring in the library.
- Children calling to be picked up from the library or to inform parent/guardian of the child's location.
- Placing a call to social services.

The library telephone may not be used for personal business, which includes, but is not limited to:

- Using the telephone to place an order for personal items.
- Placing toll-free or long-distance calls to other businesses, friends, or relatives.
- Conducting personal business with the library's telephone.

Patrons are reminded to ask a library employee to use the library's telephone.

Patron calls may only be made via the phone located at the circulation or help desk telephone.

All patron calls on the library telephone must be limited to no more than two minutes.

Exceptions to these limitations may be made by any management staff member for rare and extenuating circumstances.

Incoming Telephone Calls for Library Patrons Policy

Clarksburg-Harrison Public Library will not accept incoming telephone calls for library patrons or confirm their presence in the library. To protect patrons' right to privacy and for their safety and security, personal information, including whether or not a person is or has been in the library, will not be made available over the telephone.