

Harvin Clarendon County Library Code of Conduct

It is the policy of the Harvin Clarendon County Library to provide a safe and appropriate environment within the library to facilitate the public's use of the library's resources and services.

Certain behaviors, which disrupt other patrons or staff members, should be dealt with at the most immediate level. The following guidelines should be used in every situation where they are applicable:

- Before borrowing privileges are revoked, the situation must be discussed with the library Director.
- Anytime a person is ejected or the police called, the Director must be notified.
- Whenever possible, obtain the names, addresses and phone numbers of all parties recognizing that there may be times when the patron will be unwilling to give that information.
- If a problem occurs when the Director is unavailable, provide the patron with correct name and telephone number of the Director. It is also appropriate to accept a written complaint.
- In the case of a juvenile causing a disruption which interferes with patrons or staff members, staff may elect to call the parent and bar the juvenile from the library unless accompanied by the parent.
- A staff member may intervene with a child in order to prevent injury or property damage.
- Anytime a staff member feels that a patron's behavior is threatening to the safety of other patrons or the staff members, the staff member will call the police immediately.
- Anytime a staff member feels he is unable to deal with the situation, call the Director or another staff member.

Unacceptable Behavior

The following are examples of unacceptable behavior:

- Loud conversations, or any conversation disturbing or interrupting patrons/staff.
- Obscene or abusive language
- Any repeated or excessive harassment or invasion of privacy of patrons or library staff
- Sitting on tables or placing feet on furniture.

- Loitering or sleeping excessively so as to disturb others.
- Playing of audio without the use of headphones or if others can hear it with the headphones. This includes computer headphones with volume too loud.
- More than two people at a computer.
- Blocking or interfering with the free movement of individuals
- Animals in the building except Seeing Eye or Assistive dogs
- Smoking
- Consumption of food and beverages.
- Possession or consumption of Alcohol or illegal drugs.
- Use of restrooms for loitering, solicitation for immoral purposes, or bathing
- Offensive sexual behavior, sexual abuse or harassment, exhibitionism, or indecent exposure.
- Use of library telephones by other than staff unless approved. Soliciting, selling of any kind, political campaigning or distribution of leaflets not specifically approved by the Library Administration.
- Entry through a non-public door or in a non-public area unless approved by staff.
- Theft, mutilation and defacement of library property (building and materials)
- Taking library property, including books and non-print materials, outside the library building without authorization from the staff or without going through established loan procedures.
- Running or other disorderly conduct.
- Children 10 and under left unattended or unsupervised.
- Refusal to leave the library at designated closing time.
- Possession of weapon except by law enforcement officer or Magistrate.
- Assault of patron or staff
- Failure to abide by regulations established for groups using the meeting room.
- Disregard of fire regulations
- Accessing inappropriate sites through the Internet.
- Any activity that is potentially harmful to library building, property, patrons or staff.
- Improper attire. Patrons must wear shirts, shoes, pants/shorts or skirts/dresses at all times.

Failure to comply with the Library's established rules and regulations, including theft or damage of Library materials, may result in loss of library privileges, exclusion from the Library, and/or arrest in accordance with SC Code 13-13-331 and SC Code 16-11-625.

Trespassers will be arrested and prosecuted.

Code of Conduct Updated 3/16/15