

Code of Conduct

The public library is a place where citizens come to select materials, conduct research, study, and read. The following rules have been adopted for the comfort and protection of everyone using the library. The library staff will enforce these rules in a courteous yet firm manner. We ask that everyone using the library cooperate by maintaining a pleasant atmosphere. If any patrons are aware of violations of these rules, the patron should alert a staff member immediately.

1. Disruptive behavior is not permitted in the library or on library property.

The following types of behavior are strictly prohibited:

- Excessive noise
 - Using foul or abusive language
 - Threatening words or actions
 - Interfering with the work of others or the efficient operation of the library
 - Running
 - Solicitation
 - All illegal activities
 - Eating and drinking in all parts of the library open to the public with the following exceptions: Refreshments are permitted in the public meeting rooms, and beverages with lids are permitted in the library
 - Sleeping
 - Destruction of library property
 - Aimless/restless roaming
 - Loitering
 - Skateboarding on library property
 - The use of tobacco products or their electronic substitutes
 - The use of, or being under the influence of, alcohol or an illegal substance
 - Taking photographs and/or recording videos of Library staff or patrons without permission from both the Library and the subject being photographed/recorded
2. Theft and/or defacement of library materials or property is prohibited and a crime punishable by law.
 3. The possession of weapons of any kind, either concealed or in plain view is prohibited on library property, unless the person in possession of the weapon is a law enforcement officer.
 4. Children under the age of six must be accompanied by an adult at all times.
 5. Patrons must be suitably dressed, with a shirt and shoes.
 6. According to federal law, for the purposes of the First Amendment, the library is a limited public forum. Library patrons have the right to receive information free from harassment, intimidation, or threats to their safety, well-being, and privacy rights. Therefore, taking photographs and/or recording videos of Library staff or patrons without permission of the Library and the subject being

photographed/recorded is strictly prohibited. Photography and/or filming of the library building and collections are permitted when doing so does not violate the privacy of library patrons or staff nor cause a disruption to library service.

Library employees are authorized to bring to an individual's attention any act or omission which violates this Code of Conduct. If such an individual fails to correct the problem behavior to conform to the rules upon being asked by library staff, that individual will be asked to leave the library property. Failure to leave if asked will result in the police being called to remove the individual.

As a result of violating the above rules, the Library Director may elect to suspend a patron's access to library facilities for a period of time or deny access to specific services and/or programs. The suspension period shall be reasonably related to the severity of the offense and its danger to public health, safety, and welfare. In addition, a patron who repeatedly violates the above rules shall be subject to suspension of library privileges as determined by the Library Director. This will take place in the following manner:

1. The Library Director will notify the patrons in writing of the terms of suspension, the reasons for the suspension, and the appeal policy.
2. A patron may appeal the issuance of a suspension. The appeal shall be made in writing to the Library Director within ten weekdays of issuance of the letter. Pending the review/appeal process, the suspension will remain in effect.
3. The Library Director will respond to the appeal within five weekdays upon receipt.
4. In the event the Library Director upholds the suspension, a patron may appeal to the Rodman Public Library Board of Trustees. The patron must submit, within five weekdays from the date of the decision upholding the suspension, a written statement explaining why the suspension should be overturned, with any supporting documents or evidence to be considered. This submission must be submitted via mail to the Board of Trustees at 215 E. Broadway St., Alliance, Ohio 44601. The Board of Trustees will promptly schedule and resolve the appeal.
5. If a patron's library privileges are suspended indefinitely, the patron may petition the Board of Trustees to review his/her suspension on an annual basis in the following manner: The suspended patron will file a written petition stating the patron's name, address, and current telephone number, the date the patron's indefinite suspension began, the change in circumstances which demonstrate that the patron's library privileges should be reinstated, and other information which the patron believes is pertinent to the matter.

Board of Trustees
Rodman Public Library
Effective March 14, 1985
Revised December 27, 1990
Revised June 27, 2013
Revised February 19, 2020