

Library Code of Conduct

(Formerly Rules for Patrons)

Owner	Cobb County Public Library
Reviewer(s)	CCPL Administrative Staff
Approver(s)	Cobb County Public Library Board of Trustees
Related Policies	
Related Standards	N/A
Storage Location	Library Administration, IConnect, Cobbcat.org
Last Review Date	January 25, 2021
Next Review Date	January 2023
Review Cycle	Every two years
Review History	Approved: January 26, 2009; March 28, 2011; October 24, 2011; October 28, 2013; June 23, 2014; August 22, 2016; August 27, 2018; and January 25, 2021

Cobb County Public Library welcomes all who wish to read, study and learn in safe and attractive surroundings and supports the rights of all individuals to:

- Friendly, courteous, and respectful service;
- Free and equal access to information;
- Privacy and confidentiality in their use of library services and collections;
- Use of the library undisturbed without threat of harm, interference, or discrimination.

In return, library users are expected to:

- Respect other patrons and their right to have a positive experience at the library.
- Respect library employees whose responsibility it is to help patrons get the most from their library experience and maintain a safe, comfortable atmosphere for all patrons.
- Respect all library facilities, materials, computers, equipment, and resources, and understand and follow rules related to their use.

To ensure these rights and expectations, the Library Board of Trustees has adopted the following Code of Conduct. Use of library facilities and resources implies acceptance.

We ask all patrons to:

1. Keep conversations at a low level.
2. Use cell phones in a manner that does not disturb others by keeping conversations brief and at a low level.
3. Listen to electronic devices with headphones at a volume only you can hear.
4. Ensure children age 9 and under have responsible adult supervision at all times, and that minors ages 16 and under are not left on library property after closing.
5. Be responsible when consuming food and drinks in the library and be mindful of litter and potential damage to library property. Single-serving, dry snacks and covered beverages are permitted.
6. Use areas of the library in a manner for which they were intended.

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- a. Children's areas: Tables, equipment and seating located in designated areas are for children and their parents or caregivers. Computers designated for children-only use are for youth up to age 12. Some libraries have computers located in these areas designated for use by parents and caregivers who are accompanying young children.
 - b. Teen areas: Tables, equipment and seating located in designated rooms/areas are for teens between ages 12 and 18. Parents or caregivers, and other minor children, are respectfully asked to use these areas only if they are browsing for teen reading, audio or visual materials.
 - c. Children and Teen areas may not be used by adults that are not accompanied by a minor or not seeking to check out materials appropriate for those age groups.
7. Use restrooms in the manner for which they were intended. Bathing, doing laundry, charging devices is not permitted in restrooms.
8. Use furniture in the manner for which it was intended. Two people may not share a seat designed for one, patrons may not sleep or lie down, patrons may not stand on furniture and fixtures.
9. Be fully clothed when using the library, including shirts and shoes.
10. Keep walkways and aisles clear to ensure adequate foot traffic flow.
11. Bring only qualified service animals into the library. All other animals should be kept in outdoor areas that ensure their safety and do not obstruct library walkways or entrances.
12. Park bicycles, scooters, or other non-motorized vehicles at designated locations outside. Carry skateboards and retract the wheels of skate shoes anywhere inside or outside on library property. Rollerblades or other skates are not permitted in the library.
13. Be mindful of surroundings and of all personal items as libraries are public spaces and library staff cannot accept responsibility for your possessions. It is recommended you do not leave possessions unattended.
14. Refrain from soliciting, petitioning, distributing flyers in person or on vehicles, or conducting marketing surveys on library property, inside or on library grounds.
15. Refrain from using abusive or obscene language, or displaying material deemed offensive on library or personal devices.
16. Refrain from offering unsolicited comments to patrons.
17. Refrain from using tobacco or e-cigarettes; using or possessing alcohol; or using, possessing or selling controlled substances on library property.
18. Be aware that vehicles left unattended on library property overnight without library approval, or abandoned vehicles, are subject to being towed at owner's expense.
19. Be aware that physically or verbally harassing/intimidating staff, volunteers, or other patrons, including stalking, staring, or lurking will not be tolerated.

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ENFORCEMENT OF CODE OF CONDUCT

- Library employees may at any time request that patrons show library cards and other documents (driver's license, school ID, e.g.) for purposes of identification.
- The library reserves the right to inspect all bags, purses, briefcases, or backpacks for concealed library materials.
- It is expected that patrons will comply with staff requests to cease behavior that interferes with the operation of the library or with other patrons.
- It is expected that patrons will follow federal, state, and local laws and policies. Library employees are authorized to call the police for assistance in the case of violent behavior or illegal activities; or to ensure enforcement of this policy.
- Library employees are empowered to ban patrons from library property if requests to cease behavior are ignored or police intervention is required, per CCPL Banning Policy.