

CITY OF CORVALLIS
COUNCIL POLICY MANUAL

POLICY AREA 4 - LEISURE AND CULTURAL ACTIVITIES

CP 95-4.08 **Code of Conduct for All Service Points of the Corvallis-Benton
County Public Library**

<u>Adopted</u>	<u>August 21, 1995</u>
Revised	January 5, 1998
Revised	December 18, 2000
Affirmed	November 3, 2003
Revised	November 20, 2006
Revised	December 7, 2009
Revised	May 16, 2011
Revised	November 3, 2014

4.08.010 **Purpose**

The mission of the Corvallis-Benton County Public Library is "bringing people and information together." The Library welcomes everyone in the community to use and enjoy its facilities and services. To protect each individual's access to information and Library services, the Library has established the following rules of behavior. These rules protect the rights and safety of Library patrons and staff and preserve and protect the Library's materials, facilities, and property.

4.08.020 **Policy**

The following are prohibited:

- a. Smoking and/or the use of tobacco products pursuant to Corvallis Municipal Code 5.03.080.160 anywhere on Corvallis Library property or within 50 feet of the exterior of the Corvallis Library building, including the parking lot, parking garage, sidewalk, curb, gutter and street. This prohibition also applies in the branch libraries, the bookmobile, and within 10 feet of branch entrances as specified in State law. This prohibition does not include any

property that is within 50 feet of the exterior of the Corvallis library that is not owned by the City of Corvallis nor does it include smoking in a private vehicle with the windows closed, except within the library parking garage or library parking lot.

- b. Eating, except in designated areas. Only spill-proof drinks are permitted, provided they are not used near electronic equipment.
- c. Begging or soliciting.
- d. Engaging in disruptive or unsafe activity or behavior that materially interferes with others' use of the Library or with the ability of staff to perform their job duties.

Examples of behavior or activities that may be disruptive include, but are not limited to: climbing, running, loud noise, throwing things, pushing and shoving, misusing Library property, verbal or physical harassment, or threats.

- e. Use of cellular phones in posted prohibited areas or in a manner which disturbs others.
- f. Tethering animals on library property or on the adjoining sidewalk and/or public right-of-way. Bringing animals, other than service animals into the Library except as authorized by Library staff. By law, service animals are defined as providing a service to a person with a disability; they do not include animals providing only emotional support or comfort; and only dogs are allowed as service animals, with reasonable accommodation made for miniature horses. Library staff are allowed to inquire about whether or not a patron with a service animal is disabled and if so, what services the animal performs. If, in the judgment of the Library staff the animal does not meet the criteria of service animal, the animal may be excluded from the Library. Service animals must be under control at all times. If an animal's behavior or condition poses a direct threat to the health or safety of others, the animal will be excluded from the Library.
- g. Bringing bicycles into the library. Using skateboards, rollerblades, roller skates, or other sports equipment in the Library or on Library property.
- h. Walking inside the Library in bare feet.
- i. Using Library facilities for the purpose of bathing or sleeping.

- j. Leaving personal items such as backpacks unattended. Library staff reserve the right to limit the amount of personal belongings any individual may bring into the Library.
- k. Blocking access to the Library or the circulation of motor vehicles in the parking lot or garage in such a way as to interfere with the safe or efficient operation of the Library or the convenience of Library patrons.
- l. Leaving children under ten years unattended, except during the time they are part of a Library-sanctioned activity.

For purposes of this Policy, unattended means a child five years and under who is not accompanied by a responsible adult or a child from six through nine years without a responsible adult in the building.

- m. Engaging in unlawful sexual conduct, such as public indecency or offensive touching.
- n. Destroying, damaging, or defacing library property.
- o. Possessing a weapon, except as permitted by ORS 166.370.
- p. Engaging in activities prohibited by law.

4.08.021 Enforcement

- a. The Library Director or the Director's designee will implement these rules. Unlawful activities will be reported to a local law enforcement agency. People who violate rules a. through k. will be asked to stop such actions. If the behavior continues, they will be directed to leave the Library for the day. Refusal to leave when properly directed may result in arrest for trespassing. When people violate rules m. through p., law enforcement will be contacted immediately. The Library may deny a person who has repeatedly violated rules a. through k. permission to enter any and all service points for a specified time, from one week up to one year. If a person has violated rules m. through p., the Library may deny permission to enter any and all service points for a specified time, from thirty days to one year. If, in the judgment of the Library Director, the person constitutes a threat to the safe operation and use of the Library, the person may be permanently excluded. Such a person will be entitled to telephone or off-site library services. Bans of longer than two days are normally given by the Library Director or his/her designee in writing. Failure to provide written notice is not a basis

for a person who has been given oral instructions not to enter a service point for a period of time to enter. A person excluded from the Library may have additional conditions they have to meet prior to being allowed to return to the Library.

- b. If a child has been left unattended in the Library (4.08.020(l.)), staff will attempt to locate the caregiver. If the caregiver cannot be located, or if the Library is closing, law enforcement will be notified.

4.08.022 Appeal

People who have received a notice that restricts future access to the Library may request a hearing. The request must be in writing and filed at Corvallis City Hall within 48 hours (exclusive of weekends) of receipt of the notice. The Library Director will schedule a hearing, which shall not be more than one week after receipt of the request. The hearing will be informal, and the Library Director will consider testimony from Library staff involved in the incident, from the person requesting the hearing, and from any other witnesses to the incident. At the conclusion of the hearing, the Library Director may affirm, modify, or cause the notice to be canceled. A written copy of the decision will be delivered or mailed to the person requesting the hearing on the date issued. This decision may be appealed to the City Manager of Corvallis or the City Manager's designee.

4.08.030 Review and Update

The Library Director will prepare the Council Policy Review every three years for Council approval.