



City of Corvallis

City Council Policy – Leisure and Cultural Activities

Policy # 4.08

Corvallis-Benton County Public Library Code of Conduct



- Policy:** 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.
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- Purpose:** The mission of the Corvallis-Benton County Public Library is "Enrich, Excite, Explore." The Library welcomes everyone in the community to use and enjoy its facilities and services. This Policy establishes rules and regulations to protect the rights and safety of the community and to maintain a welcoming atmosphere for all community members.
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- Scope:** Corvallis is a community that honors diversity. The City, the Library and Library employees prohibit direct or indirect discrimination. This Policy applies to everyone.
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- Guidelines:** The following are prohibited:
- a. Engaging in disruptive or unsafe activity or behavior that interferes with others' use of the Library, with the ability of staff to perform their job duties or with library operations and services.
 - b. Smoking, vaping, using tobacco products or marijuana products, consistent with Corvallis Municipal Code 5.03.080.160, is not allowed 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.
 - c. Eating meals and messy foods, except in designated areas. Covered beverages and snacks are permitted throughout the library, except near electronic or other valuable equipment and materials. Patrons are responsible for any damage to library property caused by their food or drink.
 - d. Begging or soliciting in any library facility.
 - e. Use of cellular phones in posted prohibited areas or in a manner, which disturbs others. Use of audible devices without headphones or with headphones set at a volume that disturbs others.
 - f. Tethering animals or leaving animals unattended on Library property or on the adjoining sidewalk and/or public right-of-way, consistent with Corvallis Municipal Code 5.03.050.040.03.1).a.
 - g. 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 will follow all guidelines produced by the US Department of Justice for ADA requirement related to service animals. 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.

- h. Bringing bicycles into the Library. Using skateboards, rollerblades, roller skates, or other sports equipment in the Library or on Library property.
- i. Using the Library without shoes or a shirt.
- j. Using Library facilities for bathing, grooming or sleeping.
- k. Leaving personal items unattended. Library staff reserves the right to limit the amount of personal belongings any individual may bring into the Library. The Library is not responsible for personal property.
- l. Blocking access to the Library, walkways in 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.
- m. Failing to observe Internet and computer use guidelines.
- n. Leaving children under ten years old unattended in the Library, consistent with ORS 165.545.

For purposes of this Policy, unattended means a child five years and under who is not accompanied by a responsible caregiver age 12 or older or a child from six through nine years without a responsible caregiver age 12 or older in the building. Library staff do not serve *in loco parentis*. The Library cannot accept responsibility for the safety and supervision of minor children.

- o. Engaging in unlawful sexual conduct, such as public indecency or offensive touching.
- p. Destroying, damaging, or defacing Library property.
- q. Selling or using alcohol/illegal drugs inside the library or outside on library grounds.
- r. Verbally or physically threatening or harassing other library patrons, volunteers, or staff, including but not limited to: stalking, staring, lurking, invading personal space, offensive touching, use of obscene or abusive, sexually oriented or racially charged language.
- s. Possessing a weapon of any kind, except as permitted by ORS 166.370.
- t. Engaging in any activities prohibited by law.

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 m 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 t., law enforcement will be contacted immediately. The Library may deny a person who has repeatedly violated rules a. through n. 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 o. through t., 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(1.)), staff will attempt to locate the caregiver. If the caregiver cannot be located, or if the Library is closing, law enforcement will be notified.

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.

Review/Update: The Library Director will prepare this Council Policy for review as necessary for Council approval.

Rev #	Name	Change Date	Character of Change
0		08-21-1995	Adopted
1		01-05-1998	Amended
2		12-18-2000	Amended
3		11-03-2003	Affirmed
4		11-20-2006	Amended
5		12-07-2009	Amended
6		05-16-2011	Amended
7		11-03-2014	Amended
8	Ashlee Chavez	09-18-2017	Amended