



# COLUMBIA COUNTY LIBRARY SYSTEM

## Code of Conduct Policy

Adopted by the Columbia County Library System Board of Trustees

Date of Adoption: 1/6/2026

Effective Date: 1/6/2026

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## **Purpose**

The Columbia County Library System is intended to be a place where its users can study, do research, browse for books, use computers, and generally go about their business in a non-threatening environment. Patrons are expected to respect the rights of others who require a quiet environment in which to study, compute, research, read, and write.

## **Policy Violations and Enforcement**

1. Users who, by their behavior, persist in harassing or annoying others and thereby disrupt their ability to concentrate on their work will be given one warning regarding the specific behavior. Upon a second occurrence, the offender will be required to leave the Library for the remainder of the day. Upon a third occurrence, the offender will lose library privileges and must successfully petition the Library Director to regain access. Petition is to be by letter to the Director of Columbia County Library System.

Behavior which is considered disruptive to the normal use of the library is similar to the following:

- Loud outbursts of speech or laughter; giggling, talking, or singing to oneself.
  - Belligerent or threatening behavior towards staff and other users.
  - Repetitive noise making, such as tapping a pencil on the table, rapping fingers, or knuckles.
  - Repeatedly slamming books down hard or slapping the covers shut repetitively.
  - Persistent staring at another patron or staff.
  - Following another person about the Library or persistently asking another patron or staff member questions.
  - Playing audio equipment other than the library's computers (without headsets). Other library users should not be able to hear the audio being played on computers.
  - Other untypical behavior which could reasonably be expected to disturb other users or interfere with the library employees' performance of their duties.
  - Indecent exposure.
  - Panhandling inside the library or in the parking lot and library grounds.
2. Cell Phone Usage: All cell phones should be turned to silence or vibrate as a courtesy to other patrons. We ask that if you must use your cell phone to please go to the lobby area of the Library.
  3. Sexual harassment, including the viewing of inappropriate material, inappropriate touching,

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inappropriate language, and flashing to patrons or staff will not be tolerated. Patron will be asked to leave the Library immediately.

4. Patrons are expected to wear appropriate attire for a library.
5. Users whose bodily hygiene is so offensive as to constitute a nuisance to other persons shall be required to leave the building for the remainder of the day.
6. Users shall be engaged in normal activities associated with the use of a public library. Persons not engaged in reading, studying, browsing, or other use of library materials, or persons sleeping, will be asked to leave the Library for the remainder of the day.
7. Bathing is not permitted in the restrooms. A person using the restrooms for more than ordinary hand or face washing will be given a warning upon the first offense. The second offense will require the patron to leave the library for the remainder of the day. The third offense will result in the loss of library privileges. The patron may petition the Director to regain access to the Library.
8. Wheeled devices, i.e. skates, skateboards, bikes, roller shoes shall be left outside and may not obstruct patrons entering or exiting the building.
9. Other activities that are inappropriate in the Library:
  - Eating and drinking
  - Smoking, to include electronic cigarettes
  - Bringing in animals, other than service animals.
  - Propping feet on furniture
  - Running and playing

Those patrons who disregard a request made by a staff member to leave the building will be immediately reported to the local law enforcement agency.