

Please Enjoy the Library and Respect its use by Others

The Board of the Carroll County Public Library has established rules of behavior that customers must adhere to when in a library branch or on library property. These rules serve to: make the library a welcoming and safe place for customers, maintain a safe workplace for staff, preserve and protect the library's materials, facilities and property. Please help us by adhering to the following:

Rules of Conduct While Using the Carroll County Public Library

Please:

- Follow the rules for library computer use as outlined in the **Internet Use Agreement**.
- Wear shoes and shirts.
- Keep food and beverages in designated areas.

Please do not:

- Use personal electronic equipment, or talk, either on the phone or in person, in a volume that causes a significant disturbance to others.
- Block entrances or exits.
- Run, push, jump or climb.
- Leave children under age 8 unattended. The library is not responsible for unattended children.
- Use bicycles, skateboards, roller skates, or other sports equipment in the building or on library grounds.
- Damage library equipment and materials.
- Bring pets inside the library (with the exception of service animals), except as allowed by library-approved events.
- Use tobacco or alcohol.
- Act in ways that disrespect or threaten other library users or library staff.
- Solicit, petition or distribute material that has not been approved by the library.
- Commit or attempt to commit any action that is a violation of federal, state or local laws.

Customers violating these rules or otherwise disturbing the well-being and safety of others will be asked to leave the library property, and police may be called.

CCPL Behavior Policy Adopted 2/22/84
Revised 3/27/84
Revised 9/23/92
Revised 2/28/01
Revised 2/23/05
Revised 6/28/06

Behavior Enforcement Procedures

Customers not adhering to the **Rules of Conduct While Using the Carroll County Public Library** may be **given a warning** of the following enforcement procedures OR may be **evicted immediately** by the Staff Member in Charge. The following procedures are for guidance only and the library reserves the right to implement any step of the procedure or take other action as appropriate depending on the individual circumstance (including the individual's documented pattern of behavior) and severity of each matter. The use of the term 'staff member' in these procedures includes contracted staff such as security guards where they are employed.

FIRST EVICTION

The customer will be evicted **for the remainder of the day** and warned that future evictions will be of longer duration. **An Eviction at one branch is upheld at all Carroll County Public Library locations.** The customer will be told that police and parents (if the customer is a minor) will be notified of any future eviction. An Eviction Notice will be completed and given to the customer. A copy of this notice, with the staff member's notes describing the incident, will be filed in the branch and sent to the administrative office for filing.

A customer's refusal to identify himself or herself, or to accept an Eviction Notice may result in police being called. Refusal to leave, unlawful actions, or serious disruptions or violations such as threats against the library staff or property will warrant direct recourse to Third Eviction procedures and police will be called immediately.

The customer will be told that return to the library before the eviction period is over will constitute trespass that may lead to prosecution. Police will be notified of any trespass.

SECOND EVICTION

The customer will be evicted **for a period of one week.** Police and parents (if the customer is a minor) will be notified. An Eviction Notice will be completed and given to the customer. A copy of this notice, with the staff member's notes describing the incident, will be filed in the branch and sent to the administrative office for filing.

Refusal to leave, or threats against the library staff or property will warrant direct recourse to Third Eviction procedures and police will be called immediately.

The customer will be told that return to the library before the eviction period is over will constitute trespass that may lead to prosecution. Police will be notified of any trespass.

THIRD EVICTION

The customer will be evicted **for a period of one month.** Police and or parents (if the customer is a minor) will be notified. **Before returning** to the library after the eviction period, the

customer (and parents if the customer is a minor) will be **required to meet with the Branch Manager**. An Eviction Notice will be completed and given to the customer. A copy of this notice, with the staff member's notes describing the incident, will be filed in the branch and sent to the administrative office for filing.

The customer will be told that return to the library before the eviction period is over will constitute trespass that may lead to prosecution. Police will be notified of any trespass.

SUBSEQUENT EVICTIONS

Subsequent evictions will be handled on a case by case basis and **may be for six months or longer**, depending upon the severity of the problem and evidence of correction. An Eviction Notice will be completed and given to the customer. A copy of this notice, with the staff member's notes describing the incident, will be filed in the branch and sent to the administrative offices for filing.

The customer will be told that return to the library before the eviction period is over will constitute trespass that may lead to prosecution. Police will be notified of any trespass.

EVICTON NOTICES

A supply of eviction notices will be kept at the Information Desk, the Circulation Desk and in the Children's Department. The form is also available electronically via the Library's Intranet. An eviction notice will be completed at the time of or immediately following an eviction. Eviction notices should indicate whether the offender is a minor or an adult.

A copy of this notice, with the staff member's notes describing the incident, will be filed in the branch and sent to the administrative office for filing. Staff will be able to access all current eviction notices.

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