Clover Public Library District

CODE OF CONDUCT

Clover Public Library District welcomes all residents and visitors and is dedicated to free and equal access to information, knowledge, and independent learning for our community.

LIBRARY RESPONSIBILITY

With public service as the highest priority, the Board of Trustees has established the rules and regulations governing use of the library, such that all persons may enjoy its benefits. All library patrons can expect to:

1. Receive courteous service,
2. Be treated fairly and equitably by all library staff,
3. Contact staff for reference, readers advisory, and information services, 4. Have questions, comments, and concerns addressed in a timely manner, 5. Suggest new materials, programs, and services,
6. Have a safe, clean, and comfortable building.

PATRON RESPONSIBILITY

Individuals visiting or using the Library's facilities or services must comply with the following code of behavior. Clover Public Library District will uphold all federal, state, and local laws, rules, regulations, and ordinances regarding public behavior.

Patrons may not interfere with the use of the library by other patrons or interfere with staff performance of their duties. Interference includes, but is not limited to:

1. Use of loud, abusive, threatening or insulting language; or behavior including language or behavior that offends, threatens, or insults groups or individuals, based on:
   race, creed, color, national origin, religion, marital status, sexual orientation, gender, gender identity/expression, physical appearance, physical or mental ability, socioeconomic level, education level and any other legally protected characteristics;
   that may result in injury or harm to any library patron or staff member, including challenging another person to fight or engage in any fight.
2. Patrons may not sexually or otherwise harass other patrons or staff. Harassment includes:
   1. making inappropriate personal comments or sexual advances;
   2. using obscene or lewd language or gestures;

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3. staring at or following a patron, volunteer, or staff in a manner that reasonably can be expected to disturb them, and
4. exposing others to sexual internet content.

3. Solicitation is not allowed inside the Library. This includes selling, begging, or circulating petitions among patrons, volunteers, or staff members.
4. Patrons may enjoy covered beverages throughout the library, unless otherwise indicated.
5. Bringing pets or animals, other than service animals necessary for disabilities, into the library is not allowed, except as authorized by the Director for special programming purposes.
6. Shirts and shoes are required for health reasons and must be worn at all times.
7. Patrons whose overpowering perfume or cologne or inadequate bodily hygiene interferes with other patrons' use of the library shall be asked to leave the building and return when the problem has been corrected.
8. The use of incendiary devices, such as candles, matches, or lighters, is prohibited on library grounds. Smoking, including vaping and e-cigarettes, is not permitted within the library or within 15 feet of any public entrance.
9. Any other behavior which could reasonably be expected to disturb other patrons or interfere with the library staff performance of their duties is prohibited. 10.While the library encourages use by everyone, it cannot assume responsibility for the care and supervision of any patrons who are disabled or impaired to the extent that they cannot independently follow library rules or be safe without a caregiver. Patrons who require personal supervision or assistance must provide this care themselves. In the event that a patron in the library requires such care and is without it, the library may contact social services or law enforcement.

The above enumerated rules are not intended to be a complete list of violations, but are intended for guidance only. Library staff and/or local law enforcement officers are authorized to expel persons who, advised of the regulations above, fail to comply with them. Such personnel also reserve the right to take appropriate action(s) against any other behavior which can reasonably be deemed to be offensive to library patrons or staff. Enforcement of these rules will be conducted in a fair and reasonable manner.

Library staff designated by the Director may temporarily suspend patron privileges for up to 24 hours, including restricting access to the library property, services or programs for patrons who violate the public code of behavior. Serious or repeated misconduct may lead to further suspension from the library and to legal action or criminal prosecution. Unlawful activities will be reported immediately to law enforcement.

Approved by Board 1/21/26
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