

Dover Public Library
525 N. Walnut St.
Dover, OH 44622
330-343-6123
www.doverlibrary.org

Patron Code of Conduct

The Dover Public Library welcomes all patrons, young and old alike, who by their presence acknowledge their responsibility to maintain an atmosphere conducive to the best use of the library and its services. Patrons must be considerate of others while they browse, read, aspire, ponder, research, do homework, discover, photocopy, use computers, and/or attend programs.

Behavior of persons, regardless of age, which is disruptive or detracts from that use, will not be tolerated. Some examples of inappropriate behavior include, but are not limited to:

- Disrespect or harassment of patrons and staff
- Abusive/vulgar language
- Disorderly conduct, fighting, horseplay, or assault
- Use of tobacco, electronic vaping devices, alcohol, or illegal drugs
- Selling drugs, alcohol, or other illegal items
- Engaging in or soliciting a sexual act
- Loud talking or crying
- Creating unreasonable noise, including electronic devices
- Vandalism
- Sleeping in the library or on library grounds
- Aimless/restless roaming in the library or on library grounds
- Improper dress (no shirt, shoes)
- Loitering
- Littering
- Theft & other criminal offenses
- Destruction of library property
- Monopolizing equipment, materials, or furnishings
- Offensive hygiene that disrupts the use of the Library for patrons and staff
- Using public restrooms to bathe or wash clothes
- Violation of a public health order
- **Violation of the Library's Tobacco Free Policy**
- **Violation of the Library's Internet Access Policy**
- **Violation of the Library's Unattended Minor Policy**
- Panhandling or gambling
- Taking photographs and/or recording videos of Library staff or patrons without their permission

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- Trespassing in non-public areas
 - Eating or drinking around library computers
 - Moving furniture and/or equipment **with the Library's permission**
 - Failing to return Library materials on time
 - Blocking aisles, exits, and/or entrances
 - Leaving packages or any other personal items unattended
 - Bringing luggage, bed rolls, blankets, or large plastic bags into the library or leaving them on library grounds
 - Damaging library materials and returning library materials with insects that can result in pest infestations to library materials or facilities
 - Falsifying information to obtain a library card
1. Seating at library tables and chairs is limited to the number of persons for whom the furniture was designed.
 2. The Library permits light snacks and beverages. Snacks and beverages should be enjoyed responsibly and should not disrupt other patrons. Patrons are expected to recycle or discard wrappers, bottles, and trash and to leave a clean area for other patrons. Eating is not permitted at any computer or in the Maker Lounge. All beverages must have a no-spill lid.
 3. Bicycles are to be parked in provided racks, and are not permitted in the library public area or entryway. Roller skating, rollerblading and skateboarding are not permitted in the library or its grounds. Wagons and strollers may not be left obstructing a corridor, hallway, aisle, entry or exit.
 4. Selling products or services, or soliciting donations is not permitted in the library, except as part of a library-sponsored program, or when authorized by library administration.
 5. Taking surveys, circulating petitions, distributing leaflets, and other similar activities are not permitted in the library. See Petitions & Solicitations Policy.
 6. Animals, except those used to aid persons with disabilities, are not permitted in the library unless they are part of a library-sponsored program.
 7. Patrons are responsible for their personal belongings.
 8. Patrons are not permitted to loiter in large groups on library property. Library staff can ask loiterers to disperse. Police will be contacted for assistance if need be.
 9. Patrons must leave the library promptly at closing.
 10. Under the Ohio Revised Code no person shall possess a deadly weapon or dangerous ordnance.

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11. Patrons who are asked to leave by library staff and who refuse to do so will be considered trespassing. Being on library property while on suspension is likewise considered to be trespassing. Library staff reserves the right to contact law enforcement.

Patrons who violate any of the guidelines will be promptly notified of the infraction(s). Depending on the severity, police may be called. A violation may result in a verbal warning, a **patron's expulsion from the Library, temporary or permanent suspension** of Library privileges, criminal prosecution, or other legal action, as appropriate. Patrons have the right to request an administrative review of a suspension order.

Staff members are well-trained, good natured library professionals who strive to provide excellent service to every patron. However, the staff has authority to ask patrons whose behavior **monopolizes their attention and/or restricts others' use of the library to leave**. Security officers and/or off-duty policemen may be present during business hours to aid in maintaining an orderly atmosphere. Patrons involved in criminal behavior against the library will be prosecuted. Chronic offenders will be denied use of the library. Return to the library and reinstatement of privileges are by **Director's permission only**.

Adopted by the Dover Public Library
Board of Trustees
July 15, 2010
December 10, 2020
October 12, 2023