Morley Library
Behavior and Conduct Policy

Morley Library ("the Library") is proud to provide to all Library users ("patrons") an open, welcoming, and accessible environment appropriate for work, study, and enjoyment. In order to maintain this environment, Library patrons are expected to adhere to the Library’s behavior and conduct policy. The Library’s Board of Trustees has established the following policy on behavior and conduct in the Library and on Library property. The policy will be enforced by Library staff and Library security guards.

1. Code of Conduct: Disruptive behavior is defined as any behavior characterized by one or more of the following:
   a. is illegal,
   b. poses a safety risk,
   c. interferes with the ability of other patrons to use the Library, and/or
   d. interferes with the ability of the Library staff to perform their work;
   e. vandalism in the form of damage, theft, or destruction of Library property.

   All Library staff and security guards are authorized to determine whether or not a patron’s conduct is disruptive, and will take the necessary action to stop the behavior, up to and including eviction from Library property. Habitual disruptors may be issued long-term evictions by the Director or, if under 18, may be required to use the Library only under the supervision of a parent or guardian. The Library Director may affirm, modify or revoke any suspension or eviction.

2. Public Safety and Video Surveillance: The Library uses video surveillance cameras as a tool to help maintain a safe and welcoming environment for all Library patrons and staff. Under Ohio law, a security record is defined as “any record that contains information directly used for protecting or maintaining the security of a public office against attack, interference, or sabotage.” See O.R.C. 149.433(3) (a). The Library’s security records are not public records under O.R.C. 149.43 and they are not subject to mandatory release or disclosure under that section. See O.R.C. 149.433 (B). The footage may be made available to public safety forces or the courts under some conditions including subpoena or exigent circumstances.

3. Children: Parents and caregivers are solely responsible for the supervision and care of their children. Children 8 years old and younger must be accompanied by a parent or caregiver in the Library at all times. The Library does not act “in loco parentis”. Adults must be accompanied by a child or teen in order to use the spaces designated for those age groups. Children who are unattended after the time that the Library closes will be considered abandoned, and the police will be notified.

4. Food: Food is not permitted in the Library. Non-alcoholic beverages may be consumed in the Library when carried in a container with a lid or top. All food and drinks, regardless of container type, are prohibited in the Computer Center and Genealogy Room.
5. **Proper Attire:** Patrons are not permitted to enter the Library without shirts or footwear. Patrons may be asked to leave if their bodily hygiene is offensive to the extent that it disrupts other patrons’ ability to use the Library, or the Library staff’s ability to perform their work.

6. **Inspection of Possessions:** The Library reserves the right to inspect a patron’s belongings, including but not limited to purses, backpacks, bags, parcels, briefcases, and bedding, in order to detect unauthorized removal of Library materials and equipment, and for the health and safety of Library patrons and staff.

7. **Smoking:** Use of tobacco or electronic cigarettes of any type is prohibited in the Library or on Library property. Pursuant to Section 3794.02 of the Ohio Revised Code: “(A) No proprietor of a public place or place of employment, except as permitted in section 3794.03 of this chapter, shall permit smoking in the public place or place of employment or in the areas directly or indirectly under the control of the proprietor immediately adjacent to locations of ingress or egress to the public place or place of employment. (B) A proprietor of a public place or place of employment shall ensure that tobacco smoke does not enter any area in which smoking is prohibited under this chapter through entrances, windows, ventilation systems, or other means. (C) No person or employer shall discharge, refuse to hire, or in any manner retaliate against an individual for exercising any right, including reporting a violation, or performing any obligation under this chapter. (D) No person shall refuse to immediately discontinue smoking in a public place, place of employment, or establishment, facility or outdoor area declared nonsmoking under section 3794.05 of this chapter when requested to do so by the proprietor or any employee of an employer of the public place, place of employment or establishment, facility or outdoor area. (E) Lack of intent to violate a provision of this chapter shall not be a defense to a violation.”

8. **Weapons:** Pursuant to Section 2923.1212(A) of the Ohio Revised Code, the concealed or open carrying of weapons is prohibited within the Library. Specifically, according to the Code: “The following persons, boards, and entities, or designees, shall post in the following locations a sign that contains a statement in substantially the following form: ‘Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person’s control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises.’ … (9) The officer of this state or of a political subdivision of this state, or the officer’s designee, who has charge of a building that is a government facility of this state or the political subdivision of this state, as defined in section 2923.126 of the Revised Code, and that is not a building that is used primarily as a shelter, restroom, parking facility for motor vehicles, or rest facility and is not a courthouse or other building or structure in which a courtroom is located that is subject to division (B)(3) of that section.”

*Adopted by Morley Library Board of Trustees 6/22/2016*