

Public Code of Behavior Policy

The Kanawha County Public Library System welcomes all residents and visitors and is dedicated to free and equal access to information, knowledge, and independent learning. The Library seeks through the Public Code of Behavior Policy to ensure that patrons and staff will be able to enjoy library facilities that are peaceful, comfortable, and safe. With public service as the highest priority, the Board of Directors has established the rules governing the use of the library so that all persons may enjoy its benefits. The Library will uphold all federal, state, and local laws, rules, regulations, and ordinances regarding public behavior.

All Library Patrons Can Expect To:

- Receive courteous service.
- Be treated fairly and equitably by staff and all members of the library community.
- Have questions and comments addressed in a timely manner.
- Suggest new materials, programs, and services.
- Have a safe, clean, and comfortable building.

Compliance

Patrons who enter any Kanawha County Public Library facility indicate a willingness and ability to act courteously toward all persons in the library, respect library property, and follow laws and ordinances.

Show respect for others by behaving in ways that allow all patrons and staff to enjoy safe, comfortable, and peaceful experiences while in the library.

- Use a quiet, respectful tone and language while in the library, including when speaking to patrons and staff. Enjoy the premises in a physically calm and alert manner.
- Allow others to have access to and use library services, materials, and displays.
- Use of the Children's area is reserved for children and supervising adults or patrons using the Children's collection.
- Children under the age of twelve should be accompanied by a supervising adult at all times.
- Dress appropriately and follow generally acceptable personal hygiene practices. Shoes and shirts are required.
- Cell phones may be used in a non-disruptive manner. Use earphones with audio/video devices.
- Follow the Internet Access Policy regarding use of workstations and wireless computers.
- Keep personal belongings to a minimum (no more than three small bags, like backpacks), and with you always. For the safety of our patrons, all bags may be searched by security staff.
- Use library furniture properly and respect its location and placement.
- Use restroom facilities appropriately and keep them clean.
- Maintain good personal hygiene practices by avoiding overwhelming body odor and excessive perfume or cologne.
- Consume food and beverages in designated areas.

Show respect for laws and ordinances by behaving responsibly, legally, and ethically. Please note that the following are examples of unlawful or unacceptable behavior.

- Use of loud, abusive, threatening, or insulting language or behavior, including language that offends, threatens, or insults groups or individuals based on race, color, religion, national origin, sexual orientation, disability, or other protected classes.
- Activities or behaviors that may result in injury or harm.
- Smoking, vaping, or using tobacco products of any kind.
- Selling, soliciting, panhandling, or distributing unauthorized printed materials.
- Bringing animals, other than trained service animals, onto library property.
- Possessing, dispensing, using or being under the influence of alcohol or illegal drugs.
- Possessing, weapons, firearms, incendiary, or explosive devices.
- Other behavior that could reasonably be expected to disturb other users or interfere with the library staff's performance of duties.

Unattended Children Procedure

This document should be used as procedures for the Kanawha County Public Library System. The System welcomes and encourages children of all ages to visit the library and hopes they will find it a warm, inviting place to be. Programs and resources are offered to make the library appealing to children, to help children enjoy their visits, and to develop a love of books, reading and libraries.

For the child's best interest, parents/caregivers are responsible for their child's safety and behavior while on the Library Premises whether the parents/caregiver are present or not. However, the Library is not able to provide short- or long-term childcare or be responsible for unattended children. The Library assumes neither responsibility nor liability for the actions, care, supervision, or safety of the child.

A responsible adult must accompany a child or children under age twelve (12) when they are using the Library Premises, including attendance at programs. This responsible adult must supervise, guide, and always control the behavior of the child or children.

An unattended child could demonstrate the following:

- the child is underattended or ignored by guardian,
- the behavior of the child is disruptive or inappropriate,
- the child appears to be a danger to herself or himself or others,
- the child appears to be threatened by others,
- the child appears to threaten, bully, or intimidate others,
- the child appears to be ill or upset,
- the child has not been met by a parent or caregiver at closing.

Library staff will attempt to contact the parent/guardian of an unattended child immediately. If the parent or guardian cannot be located within a reasonable period, staff will contact the WV Bureau for Social Services, Centralized Intake for Abuse and Neglect, 1-800-352-6513. In the event of an emergency, staff will call 911.