

Library Policy #13: Addlestone Library Code of Conduct

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1.0 Purpose

The purpose of the Code of Conduct is to define acceptable behavior in Addlestone Library. Library users who are not in compliance may have their library privileges restricted or suspended or be asked to leave the library.

2.0 Scope

This document outlines expected conduct under normal operating conditions unless otherwise posted.

3.0 Responsibility

It is the responsibility of all employees, including student employees, to uphold this policy.

4.0 Food and Drink

- **4.1** Only covered drink containers are permitted in the library unless indicated otherwise (e.g. coffee cup with lid, soft drink in bottle with cap).
- **4.2** The library permits eating in all public areas unless indicated otherwise. Library users should make every attempt to be respectful of the facility and materials by cleaning up any spills, drips or remnants from their snacks.
- **4.3** Food deliveries except those for authorized catered events are not permitted inside the library.

5.0 Expected Behavior

- **5.1** Library users are expected to follow all library and College of Charleston policies and procedures as well as local, state, and federal laws.
- **5.2** Library users will refrain from engaging in behavior that leads to the denial of, or unreasonable interference with, the rights of others; or behavior which disrupts the regular operations and activities of the library. Behavior which is considered to be in violation of the Addlestone Library Code of Conduct includes but is not limited to the following:
 - Being under the influence of, selling, and/or possessing alcohol or illegal drugs
 - Using tobacco products as defined in the College of Charleston Tobacco-Free Campus Policy, including but not limited to cigarettes, electronic cigarettes/vapes, and chewing tobacco
 - Viewing or display of obscene materials as defined in SC Code 16-15-305
 - Leering, whistling, and obscene gestures; written or graphic material (including communications via computers, cell phones, etc.) that defames or shows hostility or aversion toward an individual or group because of gender, sexual orientation, gender identity, or gender expression
 - Stalking or excessive staring

- Recording, filming, or photographing without prior explicit consent from all parties present and without permission from the appropriate College Administrative Office.
- Bringing animals into the building, with the exceptions of service dogs and animals that have been approved by the Center for Disability Services or the Office of Equal Opportunity Programs.
- **5.3** Library users should not conduct themselves in a manner that is considered threatening, aggressive, disruptive, or potentially dangerous to themselves or other library users. Examples of this type of behavior include, but are not limited to, verbal or physical abuse, sexual harassment, or carrying weapons.
- **5.4** All library users are expected to present identification to Public Safety officers and library staff upon request.
- **5.5** All library users are expected to be respectful of other users' fragrance sensitivities. Excessive odors that result in complaints from other users will result in a request to remedy the issue, and if the issue is not resolved, the offending user may be asked to leave the library.
- **5.6** Library users are expected to be fully clothed, including shoes, shirt, and pants, shorts, dress, or skirt.
- **5.7** Sleeping is not permitted in the library.
- **5.8** Library users must obtain permission from library administration before posting signs or banners. Any person observed hanging or distributing unauthorized materials will be reported to Public Safety. All unauthorized signs and posters will be removed. All signs and banners submitted for posting require prior endorsement by a College organization and must bear the College logo.
- **5.9** Users are prohibited from being in an unauthorized area of the library, from using non-public library technology (including telephones and computers) without permission, or remaining in the library after closing or during requests to leave during emergency situations or drills.
- **5.10** Users are solely responsible for their belongings, and personal items may not be left unattended. Any unattended belongings may be brought to the Library's Lost & Found or to Public Safety. The library staff cannot hold personal items at service desks for any reason.

6.0 Noise

- **6.1** In general, quiet conversation is permitted on the first floor and in specified group study rooms while open areas on the second and third floors are designated for silent study. With the cooperation of everyone, all areas inside the library should be kept free of excessive noise. The Addlestone Library Spaces Policy provides greater detail regarding policies for specific areas.
- **6.2** Talking on cell phones is permitted on the first floor only. Upon entering the library, cell phones and similar electronic devices should be turned off or silenced.
- **6.3** Audio equipment may only be used with headsets or earbuds and should not be audible to others.
- **6.4** If a library user reports a noise or disturbance to a staff member, the staff member will notify Public Safety or ask the person(s) involved to move or be quiet. If Public Safety or a staff member receives a second complaint, the person(s) making the noise will be asked to leave the building.

7.0 Respect the Building, Collections, Facilities, and Furniture

- **7.1** Anyone who willfully damages or defaces the building, equipment, materials (from any of the collections), or furnishings will be held accountable.

- **7.2** Bathing or other misuses of restrooms are not allowed.
- **7.3** Wheeled devices used in the library are limited to medical devices, mobility aids, strollers, or wheeled book bags.
- **7.4** Skateboards and scooters are permitted to be carried in the library as long as they are stored in a manner that is not hazardous to other users.
- **7.5** Bicycles are not allowed in the library. Bicycles secured on library grounds must be stored in the designated racks.
- **7.6** Any infractions will be reported immediately to Public Safety.

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(Note: Clarified language prohibiting photographing and recording without consent or permission)

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