

required to bring a parent or guardian to any such conference.

The Director, other Library staff, and/or security officers may, in their discretion, call the police for assistance as needed. The Library reserves the right to enforce this Code of Conduct consistent with safety, health, legal, and other relevant considerations, and the Library will comply with all applicable laws.

In addition, patrons must comply with all federal, state, and local laws. Suspected illegal activity will be reported to the police. Violations of law may result in a patron being expelled from the Library, arrested, prosecuted, and/or other legal action, as appropriate.

APPEAL PROCESS

A patron who has been expelled or restricted from the Library, or whose Library privileges have been suspended, will have the right to a review of this decision by a Panel of three, consisting of the Director of the Library and his/her designees. To schedule a review, a patron should contact Administration at (216) 541-4128 (x6252) or in writing at 14101 Euclid Avenue, East Cleveland, OH 44112 within five weekdays from the date of the notice of restriction or other action and request a meeting to discuss the restriction or other action. The Panel will schedule a meeting in order to review the restriction or other action. Patrons under 18 who have requested a review are required to bring a parent or guardian to the meeting with the Panel. Pending the review/appeal process, a restriction or other Library action will remain in effect.

After this review, a patron may appeal the decision of the Panel to the Board of Trustees. To appeal this decision, a patron must submit, within five weekdays from the date of the decision, a written statement explaining why the decision of the Panel should be overturned, with any supporting documentation or evidence to be considered. This appeal must be submitted via mail to the Board of Trustees at 14101 Euclid Avenue, East Cleveland, OH 44112. The Board of Trustees will promptly schedule and resolve the appeal.



Patron Code of Conduct

East Cleveland Public Library encourages the use of its facility for learning, enrichment, and the legitimate use of the Library's resources and services. In order to preserve that opportunity, we ask patrons to be respectful of each other and behave in a manner that does not disrupt other patrons or staff.

East Cleveland Public Library

14101 Euclid Avenue

East Cleveland, Ohio 44112

(216) 541-4128

Fax: (216) 541-1790

Hours: Mon - Thurs 10 a.m. - 7 p.m.

Fri & Sat 10 a.m. - 6 p.m.

eastclevelandpubliclibrary.org

Library Policies

Any behavior that disrupts the orderly use of the Library is prohibited. This includes, but is not limited to, any behavior that interferes with:

- the use of Library property, materials, and services by other patrons;
- the ability of Library employees to conduct Library business;
- The safety of Library patrons and employees; and/or
- the Library's materials, facilities, or property.
- The use of cell phones and other wireless communication devices is not permitted in the Library. Please turn your ringer off when you enter the building. Cell phones must be on the silent or vibrating mode.
- Library patrons cannot be paged.
- Food and drink are not permitted in the Library.
- CD players, MP3 players, and other personal electronic equipment must be used with headphones.

Child Safety Policy

Young children are not to be left unattended in the Library. All children under the age of 7 must be accompanied by an adult or caregiver.

Child Safety Policy *continued*

An unattended child is:

- Any child under the age of 7.
- Any child who does not know his/her first or last name, home telephone number, and the name of the person who brought him/her to the Library.
- Any child left in the Library for more than three hours.

Minor caregivers must be:

- At least 13 years of age.
- Cannot be responsible for more than two other minor children.

Children of school age (6-17 years old) shall not be in the Library during school hours of 9:00 am – 2:45 pm unless accompanied by an adult in accordance with East Cleveland City Ordinance number 537.222.

If a child is found unattended and remains in the Library at closing, Library staff will:

- Make every effort to locate the adult or caregiver.
- Staff will notify police and the child will be placed in the care of the police department.

East Cleveland Public Library
is not responsible for unattended
children under the age of 18.

Unacceptable Conduct and Consequences

First Level

- Leaving unsupervised or unattended children who are unable to care for themselves
- Making unreasonable noise including, but not limited to: loud talking, singing, other loud or disruptive noise, or noise from cell phone or audio/visual equipment usage
- Lying down or sleeping, including giving the appearance of sleeping
- Littering
- Abusing or improperly using furniture, equipment, or materials
- Soliciting and/or panhandling Library patrons or staff, including but not limited to soliciting money and/or donations, and/or selling or attempting to sell merchandise
- Posting or distributing literature without permission
- Blocking entrance to and exit from the building; monopolizing/obstructing space, seating tables, or equipment to the exclusion of others
- Improper dress including bare feet, no shirt, and uncovered swimsuits
- Bathing, shaving, or washing clothes on the premises
- Smoking, vaping, using tobacco, or using electronic nicotine delivery systems or similar products, such as e-cigarettes, within 50 feet of the public entrance
- Engaging in other acts disruptive to patrons and staff
- Leaving packages or other personal items unattended
- Violating other Library policies and/or guidelines

Second Level

- Using profane, obscene, or abusive language
- Making racial, ethnic, religious, gender, or sexual orientation epithets
- Gambling

- Parking vehicles on Library premises for purposes other than Library use
- Using roller blades, roller skates, skateboards, spiked shoes, cleats, or other sports equipment in the Library or on Library property
- Entering unauthorized workspaces or work areas or other non-public areas
- Noncompliance with any request made by Library staff or security

Third Level

- Harassing patrons or staff, including without limitation deliberate or repeated language or behavior that is intimidating, hostile, and/or offensive, or that adversely impacts staff work performance or patron use of the Library
- Intentionally damaging, destroying, or stealing property belonging to the Library, another patron, or staff
- Running or engaging in horseplay
- Trespassing, violating an eviction, entering Library property when banned, or remaining on Library property after having been restricted or directed to leave
- Fighting, challenging someone to fight, physical abuse, or assault
- Engaging in or soliciting a sexual act, or indecent exposure
- Vandalizing Library facilities or equipment
- Being under the influence, possessing alcohol or drugs, selling drugs or alcoholic beverages
- Taking photographs and/or recording videos of Library staff or patrons without their permission
- Possessing weapons of any kind, either concealed or in plain view, in the Library, unless the person in possession of the weapon is a law enforcement officer
- Violating the Library's Internet and Electronic Resources policy, or otherwise misusing computers
- Disabling, circumventing, or breaching Library software on public computers

In addition, patrons must comply with all federal, state, and local laws. Suspected illegal activity will be reported to the police. Violations of law may result in a patron being expelled from the Library, arrested, prosecuted, and/or other legal action, as appropriate.

The examples listed above are not a complete list of violations, but instead are intended to provide guidance. The Director and other Library staff are authorized to determine what constitutes disruptive behavior.

PERSONAL BELONGINGS

The Library is not responsible for lost or stolen items. It is recommended that patrons do not leave personal belongings unattended.

EMERGENCIES

In the event of an emergency, patrons shall comply with instructions from Library personnel. It is illegal to carry weapons of any kind, either concealed or in plain view, in the building unless the person in possession of the weapon is a law enforcement officer.

VIOLATIONS

The Board of Trustees authorizes the Director, other Library staff, and Library security officers to enforce this Patron Code of Conduct consistent with this policy.

The rules of public behavior will be prominently posted in the Library and will be made available electronically, and patrons who violate this Code of Conduct will be given notice of their violation. A violation may result in a patron's expulsion from the Library, restriction from the Library, suspension of Library privileges, and/or arrest and criminal prosecution or other legal action, as appropriate. When necessary the Library will work with law enforcement authorities to prosecute actions for criminal behavior against the Library, its patrons, and staff. Although the Library reserves the right to require anyone violating the Code of Conduct to leave Library property, the Library will generally

follow these steps when a violation occurs:

1) Library staff and/or security officers will verbally bring to an individual's attention any act or omission that violates this Patron Code of Conduct or related Library policies and ask the individual to change his or her behavior to conform to the rules.

2) If such change is not evident or forthcoming, Library staff and/or security officers will direct the individual violating this Patron Code of Conduct or related Library policies to leave Library property (which includes both the building and the premises). In some situations, a violation may result in an individual being directed to leave Library property (second level) without the patron having been given a verbal warning under first level consequences, including, for example, situations when a patron's presence poses a continuing danger to persons or property or an ongoing threat of disruption (for example, when engaging in a physical fight, etc.), or based on the severity or frequency of the violation. (Individuals will have the opportunity to request a review of this decision with the Director of the Library or his/her designee, see Appeal Process.)

3) Failure to leave Library property (which includes both the building and the premises) when directed may result in intervention by the police and/or security officers and a possible charge of criminal trespass per Section 2911.21 of the Ohio Revised Code.

4) Individuals who violate this Code of Conduct may be restricted from the Library for varying periods of time, depending on the severity or frequency of the violation. If restricted for more than one day, the Library will give written notice of the violation and restriction, either in person at the time of violation or by mail if possible. With respect to patron under age 18, any such notice of restriction will be sent to the patron under 18 parent or guardian. Individuals who have been so restricted will be required to meet and discuss the violation with the Director before being readmitted, with patron under 18 being

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