

The South Carolina State Library Board has adopted the following Code of Conduct in order that the library may provide to its users and staff a safe and welcoming environment and an atmosphere conducive to research, study, and work.

**The following activities and behaviors are not permitted in the library or on library premises. Prohibited harmful, disruptive, or destructive behaviors include but are not limited to:**

1. Committing or attempting to commit any activity that constitutes a violation of any federal, state, or local statute or ordinance.

a. Engaging in sexual conduct or lewd behavior on library premises, as defined by South Carolina Code of Laws SECTION 16-15-365.

b. Use or under the influence of controlled substances on library premises as defined by South Carolina Code of Laws SECTION 44-53-110.

c. Smoking or other use of tobacco inside library buildings as defined by South Carolina Code of Laws SECTION 44-95-20. Smoking at the entrance to the library is prohibited and is restricted to cigarette receptacles. The use of smokeless tobacco products inside the library is not allowed.

d. Possessing, drinking, or under the influence of alcohol or illegal drugs.

e. Stealing, mutilating, or defacing library materials are violations of state law, South Carolina Code of Laws SECTION 16-13-330, 331, 332, 340, as amended, and violators may be subject to arrest, fine, or imprisonment.

f. Altering, damaging, or modifying any library computer, computer system or network, computer software or program or data contained therein are violations of state law, South Carolina Code of Laws SECTIONS 16-16-20, 30, 40, as amended; and violators may be subject to arrest, fine, or imprisonment.

g. Intentionally seeking to view, access, procure, or disseminate obscene or pornographic materials, as defined by South Carolina Code of Laws SECTION 16-15-305.

2. Engaging in conduct that disrupts or interferes with the normal operation of the library, or disturbs staff and library users. Such conduct includes, but is not limited to, the use of any personal electronic equipment, including mobile phones, radios, audio players, etc., at a volume that disturbs others; abusive or threatening language or gestures; loud or boisterous behavior or talking, refusing to leave the building during an emergency or drill evacuation, or failing to exit the building at closing, or not following directions from staff during an emergency or drill.

3. Using library materials, equipment, furniture, fixtures or building in a destructive, abusive or potentially damaging manner, in a manner likely to cause personal injury to any person, or for other

than library purposes, such as running a business, sleeping, bathing, shaving, washing hair, or changing clothes.

4. Soliciting, petitioning, or distributing written materials or canvassing on library premises for any purpose without express permission of the Library staff. Such conduct extends to any activities that impede access to or exiting from the building.

5. Interfering with the free passage of library staff members or library users in or onto library premises including, but not limited to, placing objects such as bicycles, skateboards, scooters, strollers, backpacks, or personal packages in such a manner as to impede access into the building or onto the premises.

6. Leaving personal possessions unattended on library property.

7. Bringing animals inside the library with the exception of trained service animals or those allowed at a library-approved event.

8. Disturbing others in the library as a result of poor personal hygiene practices or offensive body odor. Entering library buildings with bare feet or bare chest, or attire that is inappropriate for conducting work in the library.

9. Consuming food or drink in the library's public areas with the exception of library-approved events.

To ensure compliance with the South Carolina State Library's Code of Conduct and other official library policies, the staff of the South Carolina State Library are authorized to verbally warn individuals when they are violating these official rules or policies. Any individual who persists in prohibited behavior after receiving a warning from library staff will be asked to immediately leave the library premises. If the individual refuses to leave the library, law enforcement officials will be summoned by library staff to address the situation. In any situation involving illegal activity on the part of an individual, State Library staff will notify law enforcement officials immediately to respond to the situation.

The Code of Conduct may be changed at any time, subject to verbal approval by the board of trustees.

In the case of repeated violations of the Code of Conduct or an egregious act by an individual, the South Carolina State Library may revoke/suspend the individual's privileges to use the library's facilities in accordance with the South Carolina Code of Laws.

Library staff will complete and submit to Library Administration an incident report to describe and document any event that involves summoning law enforcement personnel to the library or results in the eviction of an individual from library premises.

*Approved by SC State Library Board on March 22, 2018.*