Library Code of Conduct Overview

The Columbus State Libraries support the teaching, research, and outreach mission of the College by providing access to, and delivery of, information. To that end the Libraries acquire, organize, make accessible, and preserve sources of knowledge in all formats. They also provide instruction on how to find and evaluate knowledge resources. The Libraries provide safe, respectful environments for collaborative and individual study and learning.

In order to provide safe, respectful environments for collaborative and individual study and learning, patrons who enter Columbus State Libraries agree to abide by this Code of Conduct.

Library Code of Conduct

CSCC community faculty, staff and students are invited to use the Libraries’ information resources and services. The Libraries strive to provide access to complete and well-maintained collections, information resources and equipment. The Libraries seek to provide a safe and secure environment and facilities suitable for reading, studying and other activities associated with teaching and learning.

Library users are expected to respect the rights of others, the integrity of Library resources and the mission of the Libraries.

Individuals will:

- Use email or online resources within the guidelines of CSCC computer use policies including but not limited to College Policy 15-01.
- Ensure that children under the age of fourteen must be accompanied and attended by an adult on campus as per College policy 13-11
- Adhere to policies governing appropriate use of College identification.
- Present identification upon request.
- Comply with the Library Code of Conduct.
- Respond to emergency and security gate alarms and other situations as instructed by staff; leave buildings at closing, and limit use of the library to authorized areas only.

Behaviors that infringe upon the rights of Library users or staff are prohibited. Prohibited activities and behaviors include, but are not limited to, the following:

Individuals will not:

- Exhibit any threatening or intimidating behaviors, e.g., abusive language, threats of violence or harassment.
- Engage in behavior that is potentially unsafe or harmful to self or others.
- Create disturbances or exhibit any behavior that interferes with normal use of the Library, including: rowdiness, noise, and lewdness.
• Use cellular phones in quiet areas.
• Engage in prohibited sexual activities including, but not limited to, unwanted or inappropriate touching, unwanted or inappropriate advances, harassment or indecent exposure.
• Vend, peddle, solicit or petition in the libraries; post or distribute materials without permission. Please see library staff prior to posting materials on designated bulletin boards.
• Use alcohol, tobacco or controlled substances.
• Obstruct use of Libraries’ equipment or facilities, or deny access to Library materials through theft or deliberate misplacement.
• Deface or damage Library materials including, but not limited to, underlining, highlighting, writing, removing pages or security devices.
• Fail to return materials following the expiration of the loan period and/or request for return of materials by the Library.
• Fail to pay the Library the value of lost or damaged materials.
• Be in an unauthorized area of the Library; remain in the Library after closing or when requested to leave.
• Monopolize/obstruct space, seating, tables or equipment to the exclusion of others.
• Misuse, misappropriate, damage or deface library furniture, buildings or equipment, including computer systems.
• Bring food or drink in that is messy, or uncovered. Small, packaged food items are permitted if consumed by a single individual seated at a table or carrel. Beverages in covered containers and water bottles are allowed.
• Bring animals, other than identified service animals, into Libraries.
• Allow others to use their nontransferable CSCC identification or network authentication (Cougar ID, username or password).
• Use Library equipment or facilities for commercial or for profit or gain.
• Leave personal belongings unattended.
• Bring bicycles into the building.

Sanctions for non-compliance:

Library staff will make every effort to enforce these codes in a reasonable, civilized manner. Library users found in violation of this code of conduct may be asked to present identification to Library staff; may be directed to leave the premises and not return to any Library facilities for the day; may be reported to the Director of Student Life, and/or may be reported to CSCC police. Disciplinary or legal action may also be taken in accordance with applicable laws and policies.
Federal and Ohio State laws, local regulations and CSCC policies, including the Student Code of Conduct, Workplace Harassment and Sexual Harassment policies and other policies in the CSCC Student Policy and Procedure Manual also apply within the College Libraries.

Approved and adopted by the Columbus State Libraries on 01/19/2012