

Guidelines for User Behavior & Library Use

The library is committed to providing a safe and welcoming environment for all users, staff, and volunteers. These guidelines ensure fair access to library spaces, materials, and services while protecting library buildings, property, and resources.

User Behavior Guidelines

Altercations

- No fighting, roughhousing, yelling, cursing, or physical discipline of children.
- Illegal behavior is reported immediately.

Animals

- Only ADA-defined service animals are allowed in the library, per SC law.

Clothing

- Shirts and shoes are required.
- Clothing must be properly fastened (buttoned/zipped).

Restrooms

- No bathing, shaving, or other non-intended uses.
- Library materials may not be taken into restrooms.

Weapons

- No one is permitted to carry weapons of any kind (concealed or otherwise) on library property; with the exception of law enforcement.

Library Use Guidelines

Cell Phones, Tablets, Chrome Books, and Similar Devices

- Short, quiet calls allowed.
- Longer calls must be taken outside.
- Headphones/earbuds required for use.

Soliciting & Distribution

- No soliciting, distributing, or posting materials on library property without branch manager approval.

Food & Drink

- Covered drinks allowed (not at public computers).
- Light snacks like packaged crackers/cookies allowed (no nuts).
- No meals, fast food, or foods requiring utensils.
- No alcohol.
- No food delivery orders to the library.

Library Property

- Treat materials, furniture, and equipment with care.
- Feet must stay on the floor.
- Soft seating is for sitting, not sleeping.
- Theft and vandalism are criminal offenses.

Personal Belongings - Library is not responsible for unattended items.

Smoking & Vaping

- No smoking, vaping, or e-cigarettes inside library buildings.
- Smoking is prohibited within 20 feet of entrances.

Staff Interactions - Staff must be treated with courtesy and respect.

Consequences of Violations

- Staff may issue a verbal warning, ask individuals to leave, or suspend library privileges.
- Continued or serious violations may result in:
 - Removal from the library for the day
 - 1-week suspension from all branches
 - 1-month suspension from all branches
 - 1-year ban with police-issued trespass notice
 - Permanent ban with police-issued trespass notice
- Staff will document incidents and note suspensions on the user's library card (if applicable).
- Illegal activity is reported to law enforcement immediately.

Appeals

- Users may appeal bans in writing:
 - First to the Library Director
 - Final appeal to the Library Board of Trustees