



**Shelby Township Library**

# **Shelby Township Library**

## **Patron Code of Conduct**

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### **Policy Statement**

This policy establishes rules of conduct which provide a framework of expected and prohibited behaviors for patrons visiting and using the Shelby Township Library and/or one of its designated program locations.

### **Rules**

- 1) Any patron not abiding by these rules may be required to leave the library and/or program premises and may forfeit his or her library privileges.
- 2) Patrons shall engage in activities associated with the use of a public library. Anyone not engaged in library activities may be required to leave the library and/or program premises.
- 3) Patrons shall respect the rights of other patrons and library staff. Patrons shall not:
  - a) assault, harass or annoy others in the library.
  - b) conduct noisy or boisterous activities.
  - c) stare at another person with the intent to annoy that person.
  - d) follow another person about the building with the intent to annoy that person.
  - e) play audio equipment so that others can hear it.
  - f) sing or talk loudly to others or in a monologue.
  - g) use profane, obscene or abusive language, racial or ethnic epithets.
  - h) behave in a manner that can be reasonably expected to disturb others.
  - i) sleep in the library.
  - j) bathe in the library restrooms.
- 4) The Library requires all individuals to set cell phones and other communication devices to no-ring (vibrate) mode upon entering the library. Individuals needing to use a communication device to make or receive calls must use the designated area(s) or exit the library. Voices must be kept at a reasonable level so as not to disturb other library patrons.



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- 5) Smoking is prohibited by law\* at the library and designated library program locations. Our Library is a smoke free institution and further prohibits any tobacco products and devices such as e-cigarettes, pipes and vaporizers.
- 6) No person shall engage in any illegal activity while at the library or designated library program location.
- 7) Patrons shall not interfere with the use of the library by other patrons or with library employees' performance of duties.
- 8) No one shall intentionally deface or mar library material. Nor shall anyone deface or in any way destroy or damage library furnishings, walls, equipment, landscaping or other library property
- 9) Patrons shall not enter the library and/or designated program location without appropriate clothing including a shirt and shoes. Patrons whose personal hygiene is offensive as to constitute a nuisance to other patrons may be required to leave the premises.
- 10) Patrons shall not bring pets or animals (other than service dogs) into the library.
- 11) All material removed from the library must be done so by following the proper procedures.
- 12) Unauthorized use of the library's computer network or failure to comply with the Library's Internet Usage Policy may result in a suspension of library privileges.
- 13) In the event of disruptive behavior, patron identification including name, address and phone number may be supplied to the proper authorities.
- 14) A patron whose privileges have been revoked may have the decision reviewed by the Library Advisory Commission.
- 15) Consuming food in the library except at designated library functions is prohibited. Covered beverages are permitted.
- 16) Patrons may only use electrical outlets to operate laptops or other devices if they remain with devices and their cords do not pose a hazard.
- 17) Children 8 years of age and younger must be in visual contact of their parent or responsible caregiver at all times.
- 18) Unattended children under the age of 12 left at the library after closing will be monitored by



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two staff members. If the child has not been picked up after 20 minutes, Shelby Township Police may be called.

\*Michigan Clean Air Act, P.A. 198 of 1986

***Approved by Policy Committee***

***Approved by Library Advisory Commission 02/2016***

***Adopted by Board of Trustees 02/2017***