

## Code of Conduct

The purpose of Sanilac District Library's Code of Conduct Policy is to promote an attractive, quiet, safe, sanitary, orderly atmosphere and to insure every person's ability to use the Library equipment, facility, materials, programs and services to the maximum extent possible. Policies are in place to protect Library consumers, the rights of staff members to conduct Library business without interference and to safeguard the Library's property against misuse or abuse.

According to Michigan Statutes, the Library Board may exclude from the use of the Library any and all persons who shall willfully violate such reasonable rules and regulations as the Library Board may adopt. (MCL 397.206) Such exclusion from this Library shall occur on the orders of the Director or a designee appointed by the Director. In this document, withholding of library privileges is defined as meaning that an individual may not enter or use the Library.

All persons on Library property must comply with all written Library policies and procedures. Any person violating any Library Policy will be asked to leave the Library for a period of time as described in this policy. The violation of any federal or state law, or local ordinance on the premises and property of the Sanilac District Library will also be regarded as a violation of Library rules. The laws and ordinances that follow are cited by way of illustration and not limitation.

Additionally, the Director or designee may deny access for a period of up to 30 days or indefinitely until reviewed and determined by the library board for any violation that significantly disrupts the operation of the Library. Any person who refuses to leave the Library after being requested to do so, or who returns to the Library prior to the authorized time, will be subject to arrest and prosecution for trespass. Notwithstanding the following provisions, any person may, without prior notice or warning, be immediately removed from the Sanilac District Library if his or her presence or conduct on the premises poses an immediate and imminent danger to any person or property.

The Sanilac District Library Board hereby adopts the Code of Conduct Policy and instructs the Library Director to institute the necessary proceedings for enforcement. The Library Director is further authorized to propose additional rules of behavior to the Board as the need may arise.

### **Implementation of Policy**

Any person who violates the Code of Conduct or any other Library Policy or procedure, will be verbally notified by the Director (or designee) of the reason and period of time he or she is being denied access. The person must leave the library immediately. In the case of loss of privileges for longer than one month, the Director or designee shall confirm the verbal denial by written notice if the person's name and address are known.

Persons whose library privileges are withheld for more than 30 days pursuant to Section 1 may appeal the decision by following the Library's formal grievance procedure. The appeal should state the reasons why access to the Library should not be denied. An appeal will not stay the denial of privileges but offers the person a reasonable opportunity to present a response to the proposed denial.

A person who has been denied access permanently may re-apply to the Board for access after a period of one year stating the reasons the person believes reinstatement is justified. The Library Board may deny, grant, or grant with conditions the petition for reinstatement.

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**Section 1: Persons who violate this policy are subject to the withholding of library privileges as follows:**

**FIRST OFFENSE: One verbal warning and library privileges are revoked for a week.**

**SECOND OFFENSE: library privileges will be revoked for one month.**

**SUBSEQUENT OFFENSES: library privileges will be revoked for one year.**

It is the policy of the Sanilac District Library:

- 1.1 Patrons shall be engaged in activities associated with the use of the public library while in the building or on library property. Patrons not reading, studying, attending a library program or using library materials or the facility as intended for cultural and educational purposes may be required to leave the premises.
- 1.2 To require that patrons wear shirts and shoes at all times in the Library for hygiene and safety purposes. Exceptions to this rule may be made for patrons under the age of 3 years. Bathing suits are not permitted.
- 1.3 To ban conversation and other sounds in louder volume than the general noise level of the area. This policy does not prohibit quiet conversations between patrons and/or staff members or conversations required to carry on library programs or business. It is designed to preserve a reasonably quiet atmosphere where library patrons may study and otherwise use library materials without disturbance. Absolute quiet will be enforced in the Computer Room.
- 1.4 To require that audio equipment be operated using headphones ~~and~~ at a volume that cannot be overheard by others.
- 1.5 Use of cell phones, pagers and other similar devices is prohibited inside the library. Anyone receiving a call must immediately put the call on hold and move outside the building.
- 1.6 Patrons are not permitted to use the library's phone system. Staff may not make phone calls for patrons except in the case of an emergency.
- 1.7 To prohibit plugging devices into any electrical outlet except those so designated.
- 1.8 To require one person per chair, except in the case of a small child with a caregiver. Tables are designed to accommodate a specific number of people. Seating may be limited if the congregation of a group becomes a disturbance or blocks access to library materials.
- 1.9 To prohibit the presence of the public in staff work areas unless accompanied by a library employee or through prior arrangement with the Director or Director designee.
- 1.10 To prohibit large bags(s) or other items, including but not limited to suitcases, duffle bags, backpacks, bedrolls, blankets and garbage bags. Library staff reserve the right to inspect bags, backpacks etc. Library staff may request that such bags remain at the Circulation Desk until the patron leaves the building.
- 1.11 To prohibit foods or beverages in the Library except in staff areas or as a part of SDL programming.
- 1.12 To prohibit the disturbance or interfere with other library patrons' or staff's use of the facilities through extremely poor personal hygiene. Or if in the Director's or designee's opinion, materials or equipment would be damaged beyond repair by contact with a patron with poor personal hygiene. (Adopted 6/18/2013. Reviewed: 11/119/2019)
- 1.13 To prohibit all campaigning, distributing or posting printed materials, petitioning, interviewing, survey taking, soliciting, sales of items or services. Patrons may not use

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- the library to conduct business or as office space to meet clients. Patrons may not use the library address as their business address.
- 1.14 To prohibit board games, gambling, card-playing, or other games of chance or skill on Library property, except as part of library programming.
  - 1.15 All photography, filming and recording of library facilities and programs must be approved by the library director. Taking pictures or recording of staff or patrons without their knowledge and consent is prohibited.
  - 1.16 Patrons are subject to audio, photo or video surveillance by SDL's security cameras-
  - 1.17 To prohibit sleeping in the Library for an extended period of time (more than 10 minutes).
  - 1.18 To prohibit patrons from putting their feet or climbing on library furniture.
  - 1.19 To prohibit spitting, use of squirt guns, throwing objects or leaving debris in any place except waste receptacles.
  - 1.20 To prohibit public displays of affection.
  - 1.21 To prohibit the use of roller skates, roller blades, or skateboards on Library property.
  - 1.22 To prohibit bringing bicycles into the Library building, securing bicycles to the building or parking bicycles in such a manner that they obstruct patrons entering or exiting the Library.
  - 1.23 To prohibit patrons from washing clothes, bathing, shaving, sexual activity or taking library materials into any rest room.
  - 1.24 Patrons shall not block aisles with personal items or leave items unattended on library premises at any time. Items may be removed by library staff if they reasonably appear to be abandoned. Personal items may not take up seating or space if needed for use by other patrons. SDL is not responsible for lost or stolen items.
  - 1.25 Library materials may only be removed from library property with authorization through established lending procedures.

**Section 2: Persons who violate the following ordinances are subject to prosecution and the withholding of library privileges as follows:**

**FIRST OFFENSE: library privileges will be revoked for one year.**

**SUBSEQUENT OFFENSES: library privileges will be revoked permanently**

In accordance Sanilac District Library's rules, no person on Library premises shall:

- 2.1. Bully, harass, intimidate, disturb, threaten or assault any person by word or act by behaving in any manner which reasonably could be expected to disturb other persons or interfere with their use of the Library. Examples of such behavior towards another person include but are not limited to: assault and/or battery, fighting, staring in a threatening or menacing manner, photographing and/or recording, singing, stalking, unwelcome talking to others or in monologues.
  - a. Harass is defined as any verbal or non-verbal conduct which is specifically intended to anger, annoy, demean, embarrass, frighten, humiliate or torment the person or persons who are the object of such behavior, or which the person accused has reason to know is likely to produce such reactions, or any other communication that inflicts injury or tends to incite an immediate breach of the peace.
  - b. Bullying is defined as the use of force, threat or coercion to abuse, intimidate or aggressively dominate others.

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- 2.2. Patrons may not interfere with library personnel's performance of duties. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances or physical and/or verbal harassment. Verbal or physical harassment of library staff will not be tolerated and will be reported to the police.
- 2.3. Commit the offense of larceny.
- 2.4. Knowingly destroy, damage, or deface any property not his or her own.
- 2.5. Engage in any indecent or obscene conduct, make any indecent exposure of his or her person or engage in any sexual activity.
- 2.6. Persist in disturbing the public peace and quiet by loud or aggressive conduct, boisterous behavior, running, profanity, or abusive language.
- 2.7. Remain in the building after closing time, or after being told to leave by a staff member.
- 2.8. Solicit or accost any other person for the purpose of inducing participation in any illegal activity.
- 2.9. Consume or possess alcoholic beverages or be intoxicated to the extent that his or her normal faculties are impaired, and/or endanger the safety of another person or property.
- 2.10. Use, give away, sell, or possess marijuana, cannabis, or any other controlled substance. Or be significantly impaired by the use of any controlled substance as defined by Public Act 196 of 1971, as amended.
- 2.11. Smoke or use e-cigarettes on Library property.
- 2.12. Loiter on the premises of the Library under circumstances that warrant alarm for the safety of any person or property.
- 2.13. Summon, without any good reason, any police or fire department personnel or ambulance.

11/19/2019

### **Section 3:**

**POSSESSION OF ANY ITEM DEFINED IN THIS SECTION ON LIBRARY PROPERTY SHALL RESULT IN THE IMMEDIATE AND PERMANENT REVOCATION OF LIBRARY PRIVILEGES AND MAY ALSO RESULT IN PROSECUTION.**

Sanilac District Library specifically prohibits possession of the following items on library property:

- 3.1. Any firearm, knife, or other weapon, except for concealed weapons that are exempt from licensure under Michigan law or lawfully licensed and carried in compliance with Act 372 of 1927, as amended.
- 3.2. Pellet guns, BB guns, paint ball guns or other weapons that use compressed air, CO<sub>2</sub>, or other gases as propellants.
- 3.3. CS, Mace, or other devices capable of carrying a combination of active and inert ingredients, and which ejects, releases, or emits orthochlorobenzalmalononitrile, or any other gas, or substance which will temporarily or permanently disable, incapacitate, injure, or harm a person with whom the gas substance comes in contact as defined in MCL 750.224d.
- 3.4. Portable devices or weapons directing an electrical current, impulse, wave, or beam which are designed to temporarily incapacitate, injure, or kill as defined in MCL 750.224a.
- 3.5. Fireworks or any other explosive device.

Adopted: 6/18/13 Reviewed: 11/19/2019