

Code of Conduct Policy

Purpose

A code of conduct has been established to provide a safe and welcoming environment for all customers and staff on the library's premises which includes the buildings, grounds and parking lots.

Regulations

1. Customers shall engage in activities associated with the use of a public library.
2. Conduct that disturbs others or interferes with any person's comfort or safety is not permitted on the library's premises, such as:
 - A. Making unreasonably loud noise including but not limited to talking disruptively on cell phones or in monologues, playing audio equipment so others can hear it, or allowing cell phones to ring.
 - B. Using profane, abusive or threatening language or gestures.
 - C. Intentionally behaving in a manner that can be expected to offend, disturb or annoy others.
 - D. Sleeping.
 - E. Damaging library property.
 - F. Removing a library item from the building without permission or without checking it out. All personal belongings are subject to inspection.
 - G. Using e-cigarettes, tobacco products, matches or other incendiary device.
 - H. Possessing alcohol except at authorized library functions.
 - I. Possessing illegal drugs, narcotics or controlled substances.
 - J. Exhibiting behavior of being intoxicated or under the influence of drugs.
 - K. Possessing of a weapon not authorized by law¹.
 - L. Bringing animals on the premises other than registered service animals or those that are part of a library program.
 - M. Possessing bedrolls, blankets, duffel bags, suitcases or large plastic bags unless part of a library program.
 - N. Leaving personal property unattended for extended periods of time or placing it in a manner that prevents access to collections, doors, exits or unoccupied tables or chairs.

¹ It is a violation of the law for anyone under the age of 21 to bring a firearm into the library unless (s)he is under the direct supervision of someone over the age of 21, and only under the parameters of federal and state law. Threatening behavior such as shaking or waving a gun menacingly, exhibiting a gun in an aggressive manner or a conspicuous or vainglorious display of a gun is not allowed. Individuals carrying concealed guns must have a concealed weapons permit on their person. Michigan Firearms Act, P.A. 372 of 1927.

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- O. Entering a designated staff area without permission from a library staff member.
 - P. Consuming food other than in designated areas or at authorized library functions. Light snacks are permitted anywhere except in computer labs and the Donald W. Green Local History Room. Beverages in closed containers are allowed anywhere. All areas shall be left clean after use.
 - Q. Misuse of restrooms including laundering, shaving, hair cutting, bathing or sexual activity. Library materials may not be taken into restrooms.
 - R. Not wearing a shirt, shoes and other appropriate clothing or wearing clothing with offensive images or obscene language that is visible to others
 - S. Lacking personal hygiene or wearing fragrance to the point that it interferes with the use and enjoyment of the library by other customers or staff.
 - T. Using skateboards, bicycles or other wheeled form of recreation equipment anywhere other than on sidewalks. Use of such equipment for acrobatics is prohibited.
 - U. Interfering with the use of the library by other customers or with employees' performance of duties including monopolizing the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances or other forms of physical or verbal harassment.
 - V. Refusing to abide by the library's policies and regulations or a request by a staff member, including to provide identification and phone number.
 - W. Recording or photographing another person in the library without his or her permission. In the case of minors permission must come from the parent or legal guardian. The library reserves the right to take photographs and videos of customers to be used for promotional or security purposes.
 - X. Using the library's parking lot overnight or for unauthorized purposes.
 - Y. Committing or attempting to commit an activity in violation of federal, state or local laws, ordinances or regulations.
3. The library board of trustees authorizes library staff and law enforcement officers to enforce the library's code of conduct policy and other regulations including requesting a customer to leave the premises, long-term or permanent suspension of library privileges, or prosecution.

Persons entering or refusing to leave the premises after being evicted or banned will be charged with trespassing.

A customer whose privileges have been suspended or revoked may have the decision reviewed by the board of trustees.

Approved: December 21, 2016
Clinton-Macomb Public Library Board of Trustees