



Center Line Public Library Department Policy

Subject: Library Code of Conduct

Number: 730-2012-001 Revision 2013-01

Effective Date: December 1, 2013

1.0 Purpose

The Center Line Public Library is committed to providing an atmosphere where people of all ages may come to read, browse, do research, study, attend a program, or otherwise enjoy the library's services. This policy does not prohibit quiet conversation 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 use library services and materials without unacceptable disturbance.

The Center Line Public Library subscribes to the American Library Association Bill of Rights and the ALA Code of Ethics which support the equal right of access to information without discrimination.

It is each patron's responsibility to maintain their own proper behavior in order to ensure protection of their individual rights and the rights and privileges of other patrons.

2.0 Scope

This policy will govern the behavior of any person who enters the Library or Library grounds. This policy has been established for the benefit and security of patrons, staff and the library facility.

3.0 Policy

- 3.1 Patrons may not disturb others in any manner. Cellular phones must be set to silent, vibrate, or turned off and calls made or taken only in the lobby. Patrons may not behave in a rowdy manner, run, stare at another person, follow another person about the building, play audio equipment so that others can hear it, sing or talk loudly, use profane or abusive language, threaten or purposely intimidate another, or behave in any manner that can reasonably be expected to disturb others including a disturbance to others through extremely poor personal hygiene.
- 3.2 Tobacco or tobacco products may not be used in the library or within 25 feet of any building entrance.

- 3.3 Library patrons may not possess, consume or be under the influence of any intoxicant or any controlled substance (except as may be authorized by prescription).
- 3.4 Patrons may not display materials or make verbal comments or gestures that might reasonably be expected to offend or harass others. No viewing or sending obscene material on library computers (see Internet Use Policy for more information).
- 3.5 Patrons need to be respectful of library furnishings including library equipment and materials. Users may not deface, mark on, or mutilate any library furnishings, materials, or equipment. Users shall not remove or attempt to remove any library materials without first checking them out with their own valid library card.
- 3.6 Patrons need to dress in an appropriate manner. Shoes and shirts must be included in each person's attire at all times for hygiene and safety purposes.
- 3.7 Food and beverages are not allowed in the library. The Library Director may approve food and beverages in connection with meetings or events at his or her discretion.
- 3.8 Patrons may not use restroom facilities for washing or drying clothes, bathing, shaving, or any other purpose that might reasonably be considered inappropriate.
- 3.9 People may not use bicycles, skateboards, rollerblades, scooters, skates or wagons inside the Library.
- 3.10 Patrons may not enter staff areas or use staff equipment without permission. Patrons may not remain in the Library after closing time or after a request to leave, including emergency situations.
- 3.11 The Library is not responsible for the loss of any personal items left or lost at the Library.
- 3.12 Patron identification must be given on request of a staff member. Failure to do so is a violation of the Code of Conduct.
- 3.13 Patrons shall be responsible for any fines or fees in accordance with Library policy. Failure to pay these fines or fees may result in the suspension of library privileges.
- 3.14 People may not circulate petitions, distribute literature or leaflets, or make appeals to the public inside the library.
- 3.15 No person shall sleep in the library.

- 3.16 Only animals needed for library programs or service animals are allowed in the library. Please do not leave animals unattended on the library grounds, or allow animals to run loose without a leash.
- 3.17 No person shall solicit funds or sell any article or service on Library property. Only persons conducting library or library-affiliated business will be allowed to solicit for the sale of goods and services in the library.
- 3.18 Patrons shall not engage in any illegal activity while in the library building. The violation of any federal or state law, or local ordinance will also be regarded as a violation of the Library Code of Conduct.
- 3.19 All weapons are banned from Library premises to the fullest extent permitted by law.
- 3.20 Children aged 0-4 years must be accompanied by a parent or caregiver within close proximity. Children aged 5-9 years must have a parent or caregiver in the library building for the duration of their time in the library. Minors aged 10-13 years may visit the library without a parent or guardian for a period of up to three hours. (See the Unattended Children policy for more information).
- 3.21 People may not bring large bags, suitcases, or multiple bags containing clothing or other personal items into the library or leave them unattended outside the library.
- 3.22 Any unattended bag found in the library will be turned over to the Center Line Public Safety department.

4.0 Definitions

- 4.1 **Caregiver:** Parent, legal guardian, babysitter, grandparent, sibling, or other person aged over 14 years who is either legally responsible for the minor(s) in question or has been given permission by the minor's parent or legal guardian to oversee the child while in the Library on any given day.
- 4.2 **City:** City of Center Line, Michigan
- 4.3 **Close proximity:** Within visual and physical contact.
- 4.4 **Library:** Center Line Public Library
- 4.5 **Library director's designee:** any staff member on duty in the absence of the library director.
- 4.6 **Library grounds:** property surrounding the library owned by the City of Center Line including the Library's parking lot.
- 4.7 **Library privileges:** Use of a library card granting access to borrow materials, log in to public computers, and access to the online and other digital materials.
- 4.8 **Minor:** a person aged less than 18 years.

- 4.9 **Objectionable or inappropriate behavior:** behavior or actions that violate the rules described in this policy, disrupt the library atmosphere, or are otherwise determined to cause disruption in the Library by the library staff.
- 4.10 **Patron:** Any person in the library or on library grounds
- 4.11 **Patron identification:** Current government-issued photo ID or verbal verification of name, address, and telephone number.
- 4.12 **Police:** Center Line Public Safety Department
- 4.13 **Public Safety:** Center Line Public Safety Department
- 4.14 **Unattended bag:** any bag left alone in the library for a period of more than 5 minutes. If the bag contains refuse, it will be discarded.
- 4.15 **Unattended child:** A minor aged 10-13 years who is in the library for more than three hours without a parent or caregiver aged 14 or older,
OR
A minor aged less than 10 years old who is in the library for any period of time without a parent or caregiver aged 14 or older (see Unattended Child Policy for more information).

5.0 Responsibilities

- 5.1 The library director or the library director's designee is responsible for ensuring compliance with this policy.

6.0 Procedures

- 6.1 Staff procedure for handling a violation of the Library Code of Conduct.
 - 6.1.01 It is the charge of library staff to see that the rights of individuals to use the library are upheld and the rules are enforced. Any staff member may enforce these rules.
 - 6.1.02 Occasionally, staff members may have to deal with patrons who violate the rules. If so, a staff member will ask the offending person to refrain. If the undesired behavior continues or the patron does not comply, then they will be asked to leave the library for the day. If the person refuses to leave the library, a staff member will call the police to remove the patron from the library for the day.
 - 6.1.03 Whenever a patron is removed from the library a brief written report about the incident and the action taken will be filed with the Library Director who will, in turn, inform the City Manager and Library Commission. If a patron repeatedly continues to violate the Library policies, further action may be taken as determined by the Library Director and the City Manager, which may result in the loss of any or all library privileges.
 - 6.1.04 Appeal

- 6.1.04.1 A person who loses library privileges may appeal the decision with the Library Director. If the issue is not resolved the appeal may be made to the City Manager.

7.0 Authority

- 7.1 This revised policy was approved by the City manager on October 23, 2013.
- 7.2 This revised policy was reviewed by the Library Commission on September 12, 2013.
- 7.3 This policy was originally approved by the City Manager on October 29, 2012.
- 7.4 This policy was reviewed by the Library Commission on October 11, 2012.
- 7.5 This policy was reviewed by the Director of Public Safety on September 27, 2012.

-----**Employees are not responsible for information below this line**-----

8.0 References

- 8.1 The following references were utilized in preparation of this policy.
 - 8.1.01 City of Center Line City Policy Number 101-2012-001
 - 8.1.02 City of Center Line City Charter, Libraries, reading rooms; use, restriction, Sec. 2-221, p. CD 2:17, Code 1962, § 2-323
 - 8.1.03 City of Center Line City Charter, City Council Authority, Sec 2-222, p. CD 2:17, Code 1962, § 2-321
 - 8.1.04 Troy Public Library's Behavior Policy:
<http://www.troylibrary.info/behaviorpolicy>
 - 8.1.05 Roseville Public Library's Policy Handbook
<http://www.rosevillelibrary.org/Policies.pdf>.
 - 8.1.06 Capital Area District Library's Code of Conduct
<http://www.cadl.org/about/policy/policy-SER103.pdf>
 - 8.1.07 American Library Association's Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage
<http://www.ala.org/Template.cfm?Section=otherpolicies&Template=/ContentManagement/ContentDisplay.cfm&ContentID=78183>
 - 8.1.08 ALA Code of Ethics
<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/proethics/codeofethics/Code%20of%20Ethics%20of%20the%20American%20Library%20Association.pdf>

8.1.09 ALA Library Bill of Rights

<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>

9.0 Revisions

9.1 This policy shall be reviewed every five years or as needed.

9.2 Revision history:

9.2.01 This policy is a revised version of the Library Code of Conduct last updated in 2005.