

# UTICA PUBLIC LIBRARY CODE OF CONDUCT

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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. To ensure that all library patrons may enjoy library materials and facilities in an environment free of harassment, the Utica Library Board of Trustees has approved the following rules and 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. Showing print or non-print materials of an offensive nature to others.
  - 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 law<sup>1</sup>.
  - L. Bringing animals including those for emotional support, comfort or therapy on the premises other than registered service animals or those that are part of a library program<sup>2</sup>.
  - 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.
  - 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 areas. 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. Engaging in unwanted conversation with others or asking other patrons to help in finding materials or using the internet, etc. Patron's should request assistance from a staff member.
  - 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 minor's 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 skateboards, bicycles or other wheeled form of recreation equipment anywhere other than on sidewalks. Use of such equipment for acrobatics is prohibited.
  - Y. Committing or attempting to commit an activity in violation of federal, state or local laws, ordinances or regulations.
3. Library staff shall determine when a patron's behavior is infringing on the rights of others and may make the decision to request that a patron leave the premises.
4. 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 reported for trespassing. A customer whose privileges have been suspended or revoked may have the decision reviewed by the board of trustees.

5. Patron's will be responsible for fines or fees assessed including those of their children's (*minors under the age of 18*) library cards. Failure to pay assessed charges on one card may result in suspension of library privileges for all cardholders in the family.

<sup>1</sup> 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. Michigan Firearms Act, P.A. 372 of 1927.

<sup>2</sup> The Americans with Disabilities Act (ADA) defines a service animal as a dog that is individually trained to perform tasks or do work for the benefit of a person with a disability. Under current Michigan law, only dogs and miniature horses can be service animals.

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