

## **CUS-2: Patron Conduct Policy**

Adopted: 3/20/2014; Last Revised: 8/20/2020

### **Policy Statement**

In order to provide a safe and appropriate environment within the Orion Township Public Library (OTPL) that allows all patrons to use library facilities to the fullest extent during regularly scheduled hours, the library board of trustees has adopted the following rules and regulations.

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### **Regulations**

1. Patrons shall engage in activities associated with the use of a public library. Patrons who are not reading, studying or using library materials may be required to leave the building, library program or approved community event.
2. Patrons shall respect the rights of other patrons and employees. Patrons shall refrain from making comments regarding a patron or employee's race, color, national origin, age, religion, disability, gender, gender identity, sexual preference or veteran status, height, weight, or any other characteristic protected by federal, state or local law or library policy.
3. Patrons shall not assault, harass, stalk or bother others in the library. This includes noisy or boisterous activities, staring at or following another person about the building, singing or talking loudly to others or in monologues, using profanity, displaying print or non-print materials of an offensive nature to others or by behaving in a manner that can be reasonably expected to disturb others.
4. Patrons shall use headphones with radios, CD players, computers, and other audio equipment so that they are inaudible to others.
5. The library requires all individuals to set their cell phones to no-ring (vibrate) mode upon entering the library. Patrons needing to use a cell phone shall do so in the lobby or outside the library and at a reasonable level so as not to disturb others.
6. Smoking (of any type, including e-cigarettes and vaping) is prohibited throughout the library facility.<sup>1</sup> Smoking is permitted on library grounds by anyone over the age of 21 so long as smoke (or other vapor) does not enter the building.
7. Non-alcoholic beverages may be consumed in the library if they have a spill-proof lid. Alcoholic beverages are prohibited in the library unless previously approved by the board of trustees
8. Food may be consumed in the library except near the library's computers. Patrons are expected to clean up after themselves, placing trash in appropriate receptacles and notifying staff if spills occur.

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<sup>1</sup> Michigan Clean Air Act, P.A. 198 of 1986

9. Patrons may not utilize the library while under the influence of alcohol or drugs.
10. Patrons shall not engage in any illegal activity while on library property. Persons whose actions violate state or local law will be prosecuted.
11. Patrons shall not interfere with the use of the library by other patrons or with library employees' performance of their duties.
12. Patrons shall not deface or mar library materials including books, magazines, newspapers, recordings or other items of the library collection. Nor shall they deface, mar or in any way destroy or damage library furnishings, walls, machines, or other library property.
13. Patrons shall not enter the building without appropriate clothing including a shirt and shoes. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons or library staff may be required to leave the building.
14. Patrons shall not bring pets or animals into the library, other than service dogs.
15. Motorized vehicles are prohibited on the unpaved areas of the library's property, including the area leading to the Polly Ann Trail, except for wheelchairs or other power-driven mobility devices designed for and used by individuals with mobility impairments.
16. Knives with blades longer than 3" are not allowed in the library or on library property.
17. Patrons shall not make solicitations, campaign, or conduct surveys or interviews in the library building for any reason unless approved by the board of trustees. The library is a polling location and will follow the guidelines of the township Clerk's office on voting days.
18. The library allows petitioning, distribution of literature or leaflets, canvassing, protesting and other similar activities by members of the public on the sidewalks; however, not under the library's portico. This activity must not interfere with building or parking lot ingress or egress or interfere with customers' rights to be free from such activity.
19. Any materials removed from the library must be checked out on a valid library card or through other standard library procedures such as interlibrary loan.
20. Unauthorized use of the library's computer network or failure to comply with the library's *Internet Access and Use Policy* may result in suspension of library privileges.
21. In cases of disruptive behavior patron identification including name, address and phone number, may be requested.
22. Patrons shall not enter non-public areas unless authorized by a library employee.

23. Patrons must comply with staff directions, instructions, and enforcement of library policies.
24. Use of incendiary devices, such as candles, campfires, fireworks, matches and lighters is prohibited on library property unless authorized by the library director.
25. Patrons must leave the library promptly at closing time.
26. If the federal, state, county or township government declare a state of emergency for a health crisis, patrons must follow recommendations or requirements declared in the order, including the wearing of PPE, hand sanitizing, social distancing, etc.
27. Any patron not abiding by these or other regulations of the library may be required to leave the library premises and may forfeit his or her library privileges. Library employees will contact the police if deemed advisable.
28. The library board of trustees authorizes library staff and law enforcement officers to enforce the library's published *Patron Conduct Policy* up to and including long-term suspension of library privileges, permanent banning from the library or prosecution, as applicable.
29. Persons entering or refusing to leave the building after being evicted or banned will be charged with trespassing.
30. A patron whose privileges have been suspended or revoked may have the decision reviewed. See CUS-3: Patron Conduct Policy Appeals Process.
31. A patron who lives in the library service area who wishes to challenge a library policy or any portion of a library policy not involving a disciplinary action should follow procedures as outlined in MGT-15: Appeals Process Policy.

The Library Board of Trustees has the right to interpret and apply these policies and, to modify or eliminate a particular policy, or to implement additional policies.

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