

## **BAY COUNTY LIBRARY SYSTEM RULES OF CONDUCT POLICY**

The Bay County Library System is supported by the taxpayers of Bay County and the state of Michigan, who expect our facilities to be clean, comfortable, and safe places for selecting materials, reading, researching, studying, writing, and attending library or community sponsored programs and meetings. To that end, this policy, which includes the Rules of Conduct listed below, shall be posted in conspicuous locations in all library buildings.

Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff will intervene to stop prohibited activities and behaviors. Failure to comply with the library's established rules, regulations, and policies could result in revocation of library privileges, or removal from the premises and suspension from the library for a period of one day to one year, or longer, or arrest and prosecution.

A patron who disagrees with the form of discipline administered by a library staff member may register their complaint in writing, within ten calendar days, to the Director. The library Director, or his/her designee, will investigate and respond in writing, within ten calendar days, following receipt of the complaint. If the patron disagrees with the decision of the library Director, he/she may appeal to the library Board of Trustees, who will render a final decision.

### **RULES OF CONDUCT**

For the comfort and safety of patrons, volunteers, and library staff, and for the protection of library property, the following behaviors are prohibited:

- Engaging in any activity in violation of federal, state, local or other applicable law, or library policy
- Being under the influence of alcohol/illegal drugs, and selling, using or possessing alcohol/illegal drugs
- Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, peeping, offensive touching, excessive displays of affection, and obscene acts such as sex acts and indecent exposure
- Campaigning, petitioning, soliciting, interviewing, survey taking, or selling, unless authorized by library staff
- Stealing, damaging, vandalizing, defacing, altering, or any other inappropriate use of library property, including materials such as books, magazines, music CD's, DVD's, and talking books, as well as computer hardware and software, printers, copiers, phones, and other equipment.
- Trespassing in nonpublic areas, being in the library without permission of an authorized library employee before or after library operating hours, or camping on library grounds
- Fighting or challenging to fight, running, pushing, shoving, or throwing things

- Creating disruptive noises such as loud talking, screaming, or slamming or banging on objects
- Using offensive language
- Gambling or other group activities which are disruptive to the library environment
- Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cell phones, pagers, and other communication devices in a manner that disturbs others. Cell phone and pager audible ringers must be turned off
- Using restrooms for bathing or shampooing, doing laundry, or changing clothes, except for infants
- Littering
- Loitering
- Smoking, chewing, and other tobacco use
- Barefoot, shirtless, or otherwise attired so as to be disruptive
- Consuming food or beverages in public areas of the library (except for beverages in closed containers, drinking fountain use, baby bottles, nursing, and locations where use is authorized, such as meeting rooms, coffee shop, etc.)
- Using wheeled devices including skateboards, roller skates, bicycles, scooters, and shopping carts (exceptions include wheelchairs, walkers, strollers, and other devices authorized by library staff)
- Sleeping in restrooms or lying down on any floor, couch, table, or seat in the library, as well as blocking aisles, exits, or entrances by sitting or lying down in them
- Neglecting to provide proper supervision of children (see Children's Use of the Library policy)
- Bringing pets or animals, other than service animals necessary for disabilities, into library buildings, except as authorized by library staff

All bags and other articles are subject to inspection by library staff. The library reserves the right to limit the size and number of items brought into buildings.

All materials removed from the library must be properly checked out on a valid library account.

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