

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 library buildings, bookmobiles, and library grounds 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 in library buildings, library bookmobiles, and on library grounds:

- Engaging in any activity in violation of federal, state, local or other applicable law, or library policy
- Being under the influence of alcohol/drugs, and selling, using or possessing alcohol/drugs
- Carrying guns, pistols, or other weapons, except as specifically permitted and exempt from local regulation by law
- Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, video or audio recording, lurking, peeping, offensive touching, excessive displays of affection, and obscene acts such as sex acts and indecent exposure
- Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment

- Campaigning, petitioning, soliciting, interviewing, survey taking, or selling, unless authorized by library staff
 1. Permitted areas shall be limited to public areas 25 feet from all entrances
 2. No person or group shall block ingress or egress from the Library building or parking lots
 3. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property
- 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, spitting, climbing on furniture, or throwing things
- Creating disruptive noises such as loud talking, screaming, yelling, cheering, or slamming/banging on objects
- Using offensive language
- Gambling or other group activities which are disruptive to the library environment
- Using any audible devices including cell phones with or without headphones set at a volume that disturbs others
- Offensive body odor due to poor personal hygiene, overpowering perfume or cologne that causes a nuisance is prohibited
- Using restrooms for bathing or shampooing, doing laundry, or changing clothes, except for infants
- Littering
- Loitering
- Use or possession of electronic cigarettes, smoking, chewing, vaping or other tobacco
- Using candles, matches, or lighters
- All patrons are expected to be fully dressed, including shoes and shirt, at all times while on library property
- Patrons must provide identification to Library staff when requested. A mask, hood, or device by which any portion of the face is so hidden, concealed, or covered as to conceal the identity of the wearer is prohibited on Library Property, except for persons wearing head covering or veils pursuant to religious beliefs or customs
- 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, 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 or lying down on any floor, couch, table, or seat in the library or on library property, 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)
- Under the ADA and Michigan law, libraries are not required to allow emotional support animals in the buildings, only service animals which are limited to dogs and in rare cases, miniature horses. Service animals must be housebroken and in complete control by their owner while in the building

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.