

**Adrian District Library
Adrian, Michigan**

PATRON BEHAVIOR POLICY

I. Introduction.

The Adrian District Library (the “Library”) is open for specific and designated civic, educational and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board of Trustees has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy is to assist the Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

The following rules of conduct shall apply to all buildings – interior and exterior – and all grounds controlled and operated by the Library and to all persons entering in or on the premises, unless otherwise specified.

II. Rules for a Safe Environment.

- A. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation (including but not limited to assault, larceny, or vandalism) is prohibited.
- B. Weapons. All weapons are banned from Library premises to the fullest extent permitted by law. Carrying guns, pistols or other weapons, except as specifically permitted and exempt from local regulation by law, is prohibited.
- C. Alcohol; Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library.
- D. Smoking. Tobacco, tobacco products, marijuana, and/or other burnable products may not be used in the library or on library property. This includes no smoking, chewing, rolling or display, other burnable products, electronic cigarettes, pipes, vape pens or similar devices. Library property includes parking lots and private sidewalks, but not public sidewalks alongside a roadway. Except that smoking is only permitted in the designated smoking area located at the end of the alley between the Library and the Adrian City Hall or to the stairs behind the Library where the smokers’ receptacle is located. Smokers must use exterior ashtrays and refrain from littering.
- E. Under the Influence. 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). Persons noticeably under the influence of any substance or alcoholic or intoxicating liquor are not allowed on Library property.

F. Safety of Patrons on Library Buildings and Grounds.

1. Use of bikes, skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment is not allowed in the Library or on Library property.
2. Library patrons must park bicycles or other vehicles only in authorized areas.
3. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.
4. Animals or personal transport vehicles are not permitted in the Library other than specifically designated service animals, those required by persons with disabilities, those used in law enforcement or for Library programming.
5. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
6. Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Director.
7. School groups using the Library must have a teacher and other appropriate staff present to ensure that the students use the Library in conformance with these rules. Prior arrangements for school visits are strongly advised.
8. Patrons may not use the Library’s telephone unless approved by Library staff.

III. Rules for Personal Behavior.

A. Personal Property. Personal property brought into the Library is subject to the following:

1. The Library may limit the number of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags.
2. The Library is not responsible for personal belongings left unattended.
3. The Library does not guarantee storage for personal property.
4. Personal possessions must not be left unattended or take up seating or space if needed by others.

- B. Food and Beverages. The Library must regulate food and drink to prevent damage to valuable materials. To make the library useful and pleasant, food and drink are permitted under the rules articulated in this paragraph only. Food not purchased at the Café is prohibited inside of the Library except in the specified designated areas where signs are posted that food is permitted. Library staff in their discretion may prohibit any food which is messy, gives off a strong smell that disturbs others, or otherwise interferes with other patrons using the Library. All beverages must be covered in containers with lids or tops that prevent spilling and if so, non-alcoholic covered are permitted throughout the Library except the computer areas and the Heritage Room. Café food, snacks and candy are permitted in the Café seating area only. Food and beverages may be permitted when offered in connection with a Library-sponsored or co-sponsored program or in the meeting room if the service of food and beverages was approved by the Library in advance. Patrons are expected to “leave no trace” of food or beverages and take responsibility for maintaining a clean and pleasant environment by cleaning up after themselves. Any spills, crumbs, smears, or the like must be immediately cleaned up by the patron. All disposables must be disposed of in trash containers.
- C. Unauthorized Use. Patrons must leave the Library promptly at closing time and may not be in the Library when it is not open to the public. Further, any patron whose privileges to use the Library have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Director, his or her designee, or the Library Board.
- D. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the Library while in the building. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials or services shall be required to leave the building. Public displays of affection are inappropriate in the Library and on library property.
- E. Attire. Proper attire, including, but not limited to, shirts and shoes, is required. Users should be attired so as not to be disruptive to the Library environment. Swim attire must be appropriately covered. Shoes, shirts, and pants, shorts or skirts are required for health reasons and must be worn at all times inside the Library and on Library property.
- F. Considerate Use. While in the Library and on library property, Patrons may not disturb others in any manner. Disruptive behavior includes, but is not limited to:
1. Spitting, littering, vandalism, or graffiti;
 2. Running, pushing, shoving or other unsafe physical behavior;
 3. Putting feet or legs on or climbing furniture;
 4. Using obscene or threatening language or gestures;

5. Behaving in a rowdy manner or throwing items;
6. Staring at another person with the intent to menace or intimidate;
7. Following another person about the building;
8. Playing audio equipment so that others can hear it;
9. Singing or talking loudly;
10. Using profane or abusive language;
11. Displaying materials or making comments or gestures that might reasonably be expected to offend or harass others;
12. Standing, sitting, or walking in a way that inconveniences, obstructs, or interferes with others;
13. Fighting, mock fighting, or roughhousing.

- G. Panhandling or Soliciting. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted only if approved in advance by the Library Director.
- H. Interference with Staff. 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.
- I. Campaigning and Similar Activities. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, and canvassing are prohibited in the Library building. However, persons conducting these activities outside the building but on Library property shall not block ingress and egress to the Library building or set up tables.
- J. Sales. Selling merchandise on Library property without prior permission from the Director is prohibited.
- K. Distributions; Postings. Distributing or posting printed materials/literature on Library property is prohibited unless the material is specifically related to Library programming and approved in advance by the Library Director.
- L. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, hair cutting or trimming, bathing, use of substances, sexual activity, and any other purpose that might reasonably be considered inappropriate is prohibited. Library materials may not be taken into restrooms.

- M. Harassment. Staring, photographing, following, stalking, harassing, arguing with, threatening, or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; and (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited.
- N. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, singing, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, headphones, and radio, is prohibited.
- Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.
- O. Odor. Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume, or cologne that causes a nuisance is prohibited.
- P. Cleanliness. Patrons may not jeopardize the health and cleanliness of other patrons, library staff, library materials and library facilities by having fleas, lice, bed bugs, urine or feces on themselves or their possessions. Patrons may not disturb library patrons and staff, interfere with other library patrons' or staff members' use of the facilities through poor personal hygiene.
- Q. Phones. Cell phone users must turn the ringers to silent when they enter the Library. Patrons may use cell phones in the Library as long as they do not disturb others. Patrons may be asked to move outside if their conversations are disruptive to others.
- R. Library Policies. Patrons must adhere to all Library Policies, including but not limited to the Children and Vulnerable Adults in the Library, Computer and Internet Use and Designated Spaces policies.
- S. Identification. Patrons must provide identification to Library staff when requested.
- T. Bedding. Bedding of any kind is not permitted in the Library, including but not limited to, sheets, blankets, bedspreads, bedrolls, comforters, pillows and sleeping bags or any other items or articles being used as such.
- U. Sleeping. Patrons may not sleep in the library at any time.

IV. Rules for the Use and Preservation of Library Materials and Property.

- A. Care of Library Property. Patrons need to be respectful of library furnishings including library equipment and materials. Patrons must not deface, mark on, mutilate, vandalize, damage or improperly remove Library materials, equipment, building, property, or furniture. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision.
- B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Computer and Internet Use Policy.
- C. Equipment. Library phones and staff computers are for staff use only.
- D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.
- E. Use of Tables and Computers. Without express permission from Library staff as stated below, only one (1) patron shall be seated at a computer terminal in the adult department. However, with permission of the Library staff, two (2) people may be seated at a computer terminal in the adult department. No person may stand behind the computer terminal/user. Only four (4) people may be seated at a table and no additional people may stand around any one table.

V. Disciplinary Process for Library Facilities.

The Library Director or the Director's designee may restrict access to Library facilities or any designated space or program with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

- A. Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of library policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. The patron shall be notified in writing if possible regarding the Policy violation and corresponding consequence. A copy of the suspension of privileges letter should be attached, if applicable.
- B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:
 - 1. *Initial Violation:* Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.

2. *Subsequent Violations:* The Director or the Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- C. Violations that Affect Safety and Security. Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
1. *Initial Violation:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate suspension of Library privileges for a reasonable period of time given the nature of the Policy violation. The Incident Report shall specify the nature of the violation.
 2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.
- D. Reinstatement. The patron whose privileges have been limited or revoked shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated.

VI. Right of Appeal.

Patrons may appeal a decision to limit or revoke privileges by sending a written appeal to the Library Board within 10 business days of the date the privileges were revoked or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.