



# Patron Code of Conduct

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## Policy Statement

This policy establishes rules of conduct which provide a framework of expected and prohibited behaviors for patrons visiting and using the Shelby Township Library and/or one of its designated program locations.

## Rules of Conduct

1. Any patron not abiding by these rules may be required to leave the library and/or program premises and may forfeit his or her library privileges.
2. Patrons shall engage in activities associated with the use of a public library. Anyone not engaged in library activities may be required to leave the library and/or program premises.
3. Patrons shall respect the rights of other patrons and library staff. Patrons shall not:
  - a. assault, harass or annoy others in the library.
  - b. conduct noisy or boisterous activities.
  - c. stare at another person with the intent to annoy that person.
  - d. follow another person about the building with the intent to annoy that person.
  - e. play audio equipment so that others can hear it.
  - f. sing or talk loudly to others or in a monologue.
  - g. use profane, obscene or abusive language, racial or ethnic epithets.
  - h. behave in a manner that can be reasonably expected to disturb others.
  - i. sleep in the library.
  - j. bathe in the library restrooms.
4. All individuals are required to set cell phones and other communication devices to no-ringing (vibrate) mode upon entering the library. Individuals needing to use a communication device to make or receive calls must use the designated area(s) or exit the library. Voices must be kept at a reasonable level so as not to disturb other library patrons.
5. Smoking is prohibited by law (Michigan Clean Air Act, P.A. 198 of 1986) at the library and designated library program locations. Our library is a smoke free institution and



further prohibits any tobacco or marijuana products and devices such as e-cigarettes, pipes and vaporizers.

6. No person shall engage in any illegal activity while at the library or designated library program location.
7. Patrons shall not interfere with the use of the library by other patrons or with library employees' performance of duties.
8. No one shall intentionally deface or mar library material. Nor shall anyone deface or in any way destroy or damage library furnishings, walls, equipment, landscaping or other library property.
9. Patrons shall not enter the library and/or designated program location without appropriate clothing including a shirt and shoes. Patrons whose personal hygiene is offensive as to constitute a nuisance to other patrons may be required to leave the premises.
10. Patrons shall not bring pets or animals (other than service animals) into the library.
11. All material removed from the library must be done so by following the proper procedures.
12. Unauthorized use of the library's computer network or failure to comply with the *Internet Usage Policy* may result in a suspension of library privileges.
13. In the event of disruptive behavior, patron identification including name, address and phone number may be supplied to the proper authorities.
14. A patron whose privileges have been revoked may have the decision reviewed by the Library Advisory Commission.
15. Consuming food in the library except at designated areas is prohibited. Covered beverages are permitted.
16. Patrons may only use electrical outlets to operate laptops or other devices if they remain with their devices and cords do not pose a hazard.
17. Children 8 years of age and younger must be in visual contact of their parent or responsible caregiver at all times.



18. Unattended children under the age of 12 left at the library after closing will be monitored by two staff members. If the child has not been picked up after 20 minutes, Shelby Township Police may be called.

***Approved by Library Advisory Commission 01/18/2024***

***Adopted by Board of Trustees***