

## Forsyth Township Public Library Patron Code of Conduct

The purpose of this Code of Conduct is to promote a safe and pleasant environment for patron access to the Forsyth Township Public Library's ("FTPL") services and facilities by adopting reasonable rules and regulations for patron conduct. The FTPL Board of Trustees ("Board of Trustees") has adopted this Code of Conduct to further this purpose. Library patrons are expected to observe all federal, state, and local laws and ordinances and library policies, including this Code of Conduct. "Patron" refers to any individual who utilizes the services of the FTPL or otherwise visits FTPL property.

Under Michigan Statute (MCL 397.206) the FTPL Board of Trustees reserves the right to restrict patron library privileges in response to violations of this Code of Conduct. Please note that in addition to any penalties arising under this Code of Conduct, committing illegal acts may also result in arrest, or civil or criminal prosecution.

In cases of disruptive behavior customer identification including name, address, and phone number, may be requested.

The Board of Trustees **prohibits** the following conduct within the FTPL or on its property:

1. Any conduct that unreasonably interferes with the use of the FTPL or disrupts other patrons or library staff in such a manner that it inhibits the operation, performance, or actions of the FTPL or another patron is prohibited.
2. Any behavior that could or does deface, vandalize, or damage the FTPL's equipment, materials, furniture, or other real or personal property is prohibited.
3. Physical or verbal abuse, fighting, harassment, or threatening behavior is prohibited.
4. Engaging in illegal behavior is prohibited, such as but not limited to obscenities, child pornography, sexual harassment, or indecent exposure.
5. Loud disturbances or other disruptive behavior is prohibited.
6. Consuming illegal drugs or alcohol or acting under the influence of illegal drugs or alcohol is prohibited.
7. Smoking, vaping, use of e-cigarettes, chewing, and the use of tobacco or marijuana products inside the FTPL building is prohibited.
8. Soliciting or panhandling without prior notification to the Director is prohibited.
9. Offensive odor, such as overpowering perfume/cologne or bodily hygiene that causes a nuisance to a reasonable person of normal sensitivities, is prohibited. Patrons may be asked to leave the FTPL until the nuisance is resolved.
10. Food consumption in the main library is prohibited. (Food may be consumed in the Study Room and Community Room.)

11. Drinks with lids are generally permitted in the FTPL, but all drinks (with or without lids) are not allowed near or at public computers and electronic equipment.
12. Pets and other animals are prohibited, except for service animals or approved animals for programming purposes.
13. Wheeled recreational devices (for example, scooters, rollerblades, and skateboards) are prohibited inside the FTPL.
14. Patrons must remove traction cleats before entering the building as they can damage flooring.

The Board of Trustees further requests that patrons be courteous and civil within the FTPL or on its property, including:

- Patrons, including children, should refrain from running within the FTPL.
- Patrons should refrain from obstructing walkways, doorways, and entrances.
- Patrons should refrain from leaving their personal possessions unattended. The FTPL is not responsible for personal belongings.
- Patrons may engage in quiet indoor conversation, but please be respectful of others near you. For extended phone conversations, please use the Study Room or Community Room, or step outside.
- Printed materials must be approved by FTPL staff before posting on bulletin board. The FTPL will make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use, so long as the materials directly relate to public events or public purposes concerning or within the FTPL service area.
- Patrons should wear appropriate clothing (i.e., shirt, pants/skirt/shorts, and shoes). For health and safety reasons, bare feet are not allowed in the FTPL.
- Patrons should not leave unattended any child under 10 years old. It is not the responsibility of FTPL staff to monitor or supervise children's behavior, and FTPL staff will not transport a minor to another location under any circumstance. If a child under the age of 10 is left unattended, the proper authorities may be contacted.
- Patrons who are underage must be able to provide a contact number for their parent or guardian.
- Use of library computers and library internet must comply with federal law and FTPL computer and internet policies. (See Computer and Internet Use, and Wireless policies.)

## **Code of Conduct Violations**

The following penalties may be imposed as deemed necessary and appropriate under the circumstances in response to a violation of the Code of Conduct:

- Patrons may receive a verbal, non-written warning from any FTPL staff member.
- Patrons may be required to leave the FTPL premises upon written or verbal order from the FTPL Director or their designee. If verbal, such order must be later documented.
- Patrons may be required to pay a fine or fee for damage to FTPL property upon written notice from the FTPL Director or their designee.
- Patrons may lose library privileges for a period of time, including but not limited to suspension upon written notice from the FTPL Director or their designee or an order of No Trespass at the direction of the Board of Trustees.
- Police authorities will be contacted when necessary, including in response to criminal activity or threatening or violent behavior.

***NOTE: Repeat violations may result in an escalation of applicable penalties, such as but not limited to additional suspensions of increasing length or an order of No Trespass at the direction of the Board of Trustees.***

The FTPL may investigate all incidents in which a verbal warning or order was provided. After the investigation is complete, the Library Director may alter the penalty or impose additional limitations if necessary and appropriate under the circumstances.

It is the intent of this Code of Conduct that any penalty imposed be reasonable and incremental in response to the specific conduct alleged to have violated this Code.

Penalties issued by staff members must be appealed to the Director upon a written letter of appeal within ten (10) business days of the imposition of the penalty. The Director must provide a written decision as to whether the Director (1) upholds the penalty, (2) overturns the penalty, or (3) modifies the penalty.

All other penalties may be appealed to the Board of Trustees upon a written letter of appeal within ten (10) business days of the imposition or upholding / overturning / modification of the penalty by the FTPL Director. The Board of Trustees will consider the appeal at its next scheduled meeting and the patron will be eligible to attend and speak. The patron will be allowed to orally present his/her appeal to the Board. The Board of Trustees must provide a written decision as to whether they (1) uphold the penalty, (2) overturn the penalty, or (3) modify the penalty. The decision of the Board of Trustees is final.