



## Volume IX - Behavior Policy

Chapter 1: Introduction

Chapter 2: Minors

Chapter 3: Disruptive Behavior

Chapter 4: Patron Code of Conduct

# EATON RAPIDS AREA DISTRICT LIBRARY BEHAVIOR POLICY

## ARTICLE I INTRODUCTION

In order to maintain an atmosphere appropriate for work, study and enjoyment for all Library users and staff, the following policy on behavior has been established.

Patrons must be engaged in activities associated with the use of the Library while in the building or on Library property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials will be required to leave the building and may not remain on Library property.

Disruptive users may be asked to leave the Library, or the event, and/or staff may contact local authorities for assistance. In the case of disruptive minors, staff may request the parent or caregiver escort the minor from the premises. Library staff has the ultimate authority to interpret disruptive and inappropriate behavior. 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 removing Library material from the property without authorization through the approved lending procedures or vandalism) is prohibited.

## ARTICLE II MINORS

**2.1 General.** The Eaton Rapids Area District Library is dedicated to providing a welcoming environment that encourages all ages to visit the Library, attend programs, and use the Library's collection and technology. Library staff is available to assist and support minors in using the Library; and while the Library encourages frequent visits by everyone, Library staff cannot provide care or assume responsibility for a minor's safety. Minors, either accompanied by a caregiver or left unattended, are the responsibility of their caregiver who is liable for their minor's behavior in the Library, including damage to materials, equipment, and furnishings, and for injury to themselves and others.

Minors are expected to comply with all Eaton Rapids Area District Library policies.

**2.2 Unattended Minor.** Children who are eight (8) years of age or younger must be attended and actively supervised by a parent/guardian, or an assigned caregiver (age 13 or older), at all times while in the Library. If children eight (8) years of age or younger are left unattended in the Library, staff will attempt to reach their parent/caregiver, however, if a parent/caregiver cannot be reached, proper authorities will be contacted.

Children who are nine (9) years of age or older may use the Library unattended, at the discretion of their parent/caregiver, provided they are able to follow Library rules and

observe proper conduct.

If a child who is 12 years of age or younger is left in the Library at closing time, including emergency closings, Library staff will attempt to contact the parent/caregiver. If staff is unable to reach the parent/caregiver, the proper authorities will be contacted.

Two staff members will stay with the child until the parent/caregiver or proper authorities arrive.

Under no circumstances will staff transport or take a minor away from the Library building or a Library event.

Parents/caregivers will be contacted if a minor presents behavior problems, or if any part of this Behavior Policy is not followed.

Library staff reserves the right to ask a parent/caregiver to remove their minor from the Library due to disruptive and/or unsafe behavior. If a parent/caregiver cannot be found during an incident, Library staff will call the proper authorities to remove the offender.

### **ARTICLE III DISRUPTIVE BEHAVIOR**

**3.1 General.** The Library Director or the Director's designee may restrict access to Library facilities and events, including immediate dismissal of the patron from the premises, by suspending the patron's access to the Library facility and events for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local authorities will be called to intervene.

Staring, photographing, video recording, audio recording, 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/or (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.

Patrons must also 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.

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, including those from electronic entertainment, and communication devices such as cell phones, headphones and radio is prohibited.

Any person abusing or violating proper behavior rules or engaging in unlawful conduct may be temporarily barred from the Library premises for up to 72 hours at the discretion

of the Library Director, or the Library Director's designee. All such local, temporary bans may be appealed to the Library Board.

Based on the recommendation of the Library Director, a person may also be temporarily banned from the Library for a period longer than 72 hours, or be permanently banned from use of the Eaton Rapids Area District Library and its services. Patrons who are temporarily banned for a period longer than 72 hours, or who are permanently banned, are informed of the decision in writing by certified mail. Temporary bans exceeding 72 hours, or permanent bans, may be appealed in writing within seven (7) days to the Library Board.

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

Notwithstanding the foregoing provisions, any person may, without prior notice or warning be immediately removed from the Eaton Rapids Area District Library if his or her presence or conduct on the premises poses an immediate and imminent danger to any person or property.

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 patrons by the Library Director, his or her designee, or the Library Board.

**3.2 Reinstatement.** The patron whose privileges have been limited or suspended will be required to attend a meeting with the Library Director, or the Director's designee, to review the Library's Behavior Policy before their privileges may be reinstated.

## **ARTICLE IV PATRON CODE OF CONDUCT**

The Eaton Rapids Area District Library supports the right of all individuals to use the Library safely and without discrimination. In order to properly maintain a clean, safe, and comfortable environment for our users and employees, the Eaton Rapids Area District Library Board has adopted the following rules and responsibilities:

- Obey all laws, Library policies, and local ordinances. Stealing, defacing, or damaging Library equipment, materials, or the facility is not allowed.
- Respect other Library users and employees. Do not annoy or harass other persons, engage in loud or disruptive conduct, or cause a public disturbance.
- Solicitation and loitering are not allowed.
- For your minor's safety, do not leave them unattended.
- To protect your personal belongings, do not leave them unattended.
- Patrons may not sleep in the building.
- Shirt and shoes are required.

- The Library is a smoke, alcohol and substance-free building.
- No pets allowed in the Library.
  - Service animals and those being used for Library events are permitted
- Offensive odor, including, but not limited to odor due to poor personal hygiene or overpowering perfume or cologne, that causes a nuisance is prohibited.

Patrons who violate these rules and responsibilities will be asked to leave the Library.