

# **Vernon District Public Library**

## **Patron Behavior Code of Conduct**

The mission of the Vernon District Public Library is to enhance the quality of life in the Village of Vernon and Vernon Township, Shiawassee County, Michigan, by providing the resources and services necessary to satisfy the evolving information needs and recreational pursuits of the community.

The purpose of the Library's Patron Policies and Guidelines is to protect the rights of Library patrons to use Library materials and services, to protect the rights of staff members to conduct Library business without interference, and to preserve Library materials and facilities. Individuals who violate these rules will be issued a warning and may be asked to leave the library or lose library privileges. Violations perceived as criminal may result in arrest and prosecution.

### **I. Illegal Activities**

All patrons must refrain from activities which would violate federal, state, and/or local laws.

### **II. Respecting Others Rights**

Patrons are expected to refrain from disruptive behavior and respect the rights of other patrons. Disruptive behavior generally includes any patron behavior that interferes with another person's ability to use and enjoy the Library. Disruptive behavior will not be tolerated. Library staff reserves the right to determine in its professional discretion whether particular behavior is disruptive to the operation and use of the Library.

Patrons may not enter an area that is designated "staff only." Patrons may not remain in the library after closing time or after being requested to leave by Library staff including emergencies and evacuation drills.

### **III. Noise and Other Disturbances**

Patrons may not disturb others in any manner. Patrons may not behave in a rowdy manner, stare prolongedly at another person, follow another person about the building, use profane or abusive language, or behave in any manner that can reasonably be expected to disturb others.

Patrons may not display materials or make verbal comments or gestures that might reasonably be expected to offend or harass others. Patrons may not display profane, obscene, or injurious language, texts, or graphics in public view.

Exhibitionism, indecent exposure or flashing, sexual acts and behaviours (such as voyeurism) are prohibited within the Library and on Library property.

Patrons acting in a manner which causes public disturbance will be invited to leave the library.

#### IV. Cell Phones and Personal Devices

Talking aloud on cell phones is not permitted within the Library. Patrons who need to make or receive phone calls must step outside and move away from the Library doors.

Cell phones should be set to “vibrate” or “ringer off” upon entering the library. The “push to talk” feature should also be turned off when inside.

Personal devices such as tablets or laptops should be used with headphones or set to “mute.” Headphones are available for sale at the circulation desk. Teleconference calls should only be conducted in the Community Room. Patrons should call the Library in advance to ensure the room is available.

#### V. Library Telephone

The Library telephone is not available for public use. The only exception is for minors who need to contact a parent or guardian to pick them up.

#### VI. Personal Belongings

Patrons shall take responsibility for their own belongings. The Vernon District Public Library is not responsible for patrons’ personal property. Found items will be placed in the Lost-and-Found.

Patrons shall refrain from littering and throw away all trash before leaving.

#### VII. Fees & Fines

Patrons shall be responsible for any fines and fees assessed to their library card in accordance with the Circulation Policy. Failure to pay these library charges may result in the suspension of borrowing privileges.

#### VIII. Theft & Damages

Patrons must be respectful of Library furnishings including Library equipment and materials. It is illegal to alter, deface, mar, destroy, mutilate, or tamper with any Library furnishings, walls, machines, materials, or equipment (including computers and/or computer software).

Patrons shall not remove nor attempt to remove any Library materials or equipment without first checking them out. Patrons must use a valid library card and return all items by the item’s due date.

Patrons shall not destroy, alter, dismantle, or disfigure any electronic data, information, technologies, properties, or facilities. Loading or installing programs or software onto Library computers is prohibited.

IX. Appropriate Attire & Hygiene

Patrons need to dress in an appropriate manner. Footwear and a shirt or other covering of the upper and lower body are required at all times for hygiene and safety purposes. Swimsuits are not appropriate attire.

X. Bathing or Washing Clothing

Patrons shall not wash or dry clothing or bathe in any restroom. Restrooms may not be utilized for changing clothing. Patrons may not use restroom facilities for shaving or any other purpose that might be considered reasonably inappropriate.

XI. Wheels

Patrons shall not bring bicycles into the Library building nor allow bicycles to obstruct the sidewalk or Library doors. Rollerblades, roller skates, and skateboards may not be used or worn in the Library. Heelys, or other shoes with wheels, may be worn within the Library only if the wheels are put away.

Wagons, shopping carts, and motorized scooters, including PowerWheels, are not to be used within the Library. Strollers, wheelchairs, powerchairs, and other assistive devices are permitted within the Library.

XII. Blocking Aisles or Doorways

Patrons shall not obstruct aisles or doorways or otherwise cause a dangerous situation with the use of electrical cords or belongings.

Patrons shall not move Library furniture or equipment without permission of Library staff. Library equipment may not be unplugged to accommodate non-Library equipment.

XIII. Sleeping and Laying Down

No person shall sleep in the Library or on Library premises. Patrons shall refrain from laying down on furniture and floors. No person shall rest their feet on Library furniture or equipment.

XIV. Eating & Drinking

The consumption of any food or drink other than water, outside the Community Room and staff work areas, is prohibited except with the expressed permission of the Library Director or at authorized Library events.

XV. Solicitation

Patrons shall not solicit funds, sell any article or service, gamble, or campaign in the Library. The only exception is for charitable organizations which

may solicit funds with written authorization from the Director or Director Designee. Panhandling is not appropriate.

XVI. Photography

Patrons may not take photographs or videotapes on Library premises without permission of the Director or Director Designee and the permission of all those photographed. Parents or guardians need to give consent for their minor children.

Patrons with permission to photograph may only do so in public areas. Photography in “staff only” designated areas is not permitted.

XVII. Alcohol, Tobacco, Cannabis, & Illegal Drugs

The Library is a designated smoke-free, drug-free environment. The use of tobacco or tobacco products may not be used within the Library or on Library property. Likewise, nicotine and vaping products may not be used in the Library. Cannabis and cannabinoid products are not permitted on Library property.

No person may possess, consume, or be under the influence of any intoxicant nor any controlled substance while on Library property.

XVIII. Weapons

All weapons are banned from Library premises to the fullest extent permitted by law.

XIX. Animals

Animals are not permitted in the Library, except in the case of special library programs and service animals used to assist people with disabilities.

XX. Unattended Children

Responsibility for children using the Library rests with the parent, guardian, or assigned caregiver. Children aged three (3) and under must be within visual contact of the accompanying responsible adult when in the Library. Children age seven (7) and under must be under the supervision of a responsible adult when in the Library. Older children may use the library unattended for an amount of time appropriate to their age and maturity. Parents or guardians must make arrangements for their children to be picked up before the Library closes. Parents or guardians are responsible for ensuring their child(ren) are following Library policies.

Approved and adopted by the Vernon District Public Library Board of Trustees: 11/7/22