

RULES OF CONDUCT OF THE ALLEN PARK PUBLIC LIBRARY

The purpose of this policy is to protect the right of the public to orderly, peaceful and productive access to Library facilities and services, to insure the safety of patrons and staff, and to protect library resources and facilities. All patrons are expected to follow these Rules of Conduct in order to provide a safe and pleasant environment for Library patrons and staff. Failure to conform to the Rules of Conduct may result in a suspension of Library use for a specified period of time up to a permanent revocation of the right to enter and use the Library (MCL 397.206).

General Provisions

1. Patrons shall respect the rights of other patrons. Any conduct that interferes with normal Library operations or library staff is prohibited. 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.
2. Staring, photographing, following, stalking, harassing, or threatening library users or staff while in the Library or on Library property so that it interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited.
3. All photography of Library facilities and programs must be approved by the Administration in advance. Taking pictures of library staff or patrons without their knowledge and consent is prohibited.
4. Persons using the library shall not use abusive language to patrons or staff.
5. Patrons are expected to speak in a conversational tone of voice appropriate for the area in which they are speaking. Producing or allowing any loud, unreasonable, or disturbing noises that interferes with other patrons use of the Library or which can be reasonably expected to disturb other persons is prohibited. Use of electronic devices should not interfere with the use of the Library by other visitors or the duties of the Library staff. The use of headphones to listen to audio equipment is required.
6. Library staff members may ask a patron to provide identification, name, address, phone number and name of parent or guardian, at any time.
7. Weapons of any kind are prohibited on Library property unless the carrier is a law enforcement officer or has a valid permit to carry a concealed weapon.

Nuisance Provisions

1. Cell phones and pagers should be answered promptly. Patrons should speak in low tones and keep conversations brief. If phone calls cannot be completed quickly, patrons should move away from reading, research, and study areas. Cell phone usage is not permitted at the Circulation Desk, the Reference Desks, or the Meeting Room.
2. Patrons shall wear appropriate clothing. Footwear is required. Bathing suits and similar attire is not permitted. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons may be required to leave the library. Offensive body odor due to poor personal hygiene, overpowering perfume, or cologne that causes a nuisance is prohibited.
3. Library visitors must leave the building upon closing. Children who are still at the Library at closing time will be turned over to the Allen Park Police Department. 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.
4. Campaigning, petitioning, leafleting, interviewing, survey-taking, soliciting or sales conducted on the Library grounds must be approved in advance by the Library Director.
5. Patrons shall not be under the influence of alcohol or drugs.
6. Patrons shall not engage in any illegal activities while at the Library.
7. Patrons shall not damage, mar or deface Library materials or damage Library furnishings, walls, machines, or other library property.
8. Patrons are responsible for picking up after themselves and properly discarding their trash.
9. Patrons shall not bring pets or animals into the Library building other than service animals. Animals may not be left unattended on Library grounds.

Library Materials and Use of Facilities

1. Any materials borrowed from the Library must be checked out on a valid library card; the library card must be presented at checkout. Patrons who loan their library cards or access codes to others are responsible for all charges, fines and fees that may result from that use. Lost or stolen cards must be reported to the Library.
2. Patrons shall be responsible for any fines, fees, or other charges due in accordance with the library's standard schedules. Failure to pay these fines may result in the patron being sent to Collection and/or the suspension of borrowing privileges.

3. Computers located in the Teen Area are for teen use only.
4. In the interest of safety, patrons are asked to abide by one person per chair and one person per computer except in designated areas. Tables are designed to accommodate a limited number of people.
5. Any child under the age of 10 years must be accompanied by an adult who directly supervises the child while at the Library. Parents/caregivers must remain in the Library during children's programs.
6. The youth area of the Library is for use by children and families. Adults who are not accompanied by a child may be asked to leave the youth area if they do not have an apparent and legitimate purpose for being there.
7. Food is allowed in the Meeting Room only. Non-alcoholic drinks are allowed in designated areas of the Library, but Library visitors are expected to use care. Closed containers for liquids are required. Visitors are expected to properly dispose of waste and restore the area where they had refreshments to the condition in which it was found.
8. Bicycles cannot be brought into the building. They must be secured to the bike rack that is provided.
9. Strollers cannot be parked where they are blocking an entrance or exit or obstruct driveways, book boxes, door opening equipment or sidewalks.
10. Skate boarding, roller blading, roller skating and the use of similar rolling footwear is not permitted at the Library.
11. Library materials are not allowed in the restrooms.
12. Restroom are provided for our patrons' convenience and must be used appropriately. Restrooms are kept locked and patrons must sign out the key.
13. Climbing on tables, shelving, or other library furnishings is prohibited.
14. Smoking is not allowed in the building. Cigarettes are to be properly disposed of in the designated containers before entering the building.
15. The outdoor areas of the Library property are under the same rules of conduct as the indoor areas, including respecting Library property and keeping areas clean.
16. Patrons shall not enter "Staff Only" areas without permission.

Adopted: 04/04/2012