

TECUMSEH DISTRICT LIBRARY POLICY

POLICY NUMBER: O – 01

SUBJECT: CODE OF CONDUCT

The Tecumseh District Library seeks to provide quality library service to all patrons. The following code of conduct has been adopted for the comfort and protection of the rights of all those using and working in the Tecumseh District Library. The library employees will enforce this code in a courteous but firm manner.

1. Engaging in Proper Library Activities – Patrons shall 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 or facilities shall be required to leave the building and shall not remain on library property. Any patron found to be creating a nuisance, including body odor or any activity that would cause other patrons to leave the immediate area, will be required to leave the building.
2. Restrooms – Misuse of restrooms, including laundering, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited.
3. Harassment – The library prohibits harassment in any format. Staring, photographing, following, stalking, video recording, arguing with, harassing, or threatening library users or staff while in the Library or on Library property, 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 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.
4. Interference with Staff – Patrons may 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.
5. Staff Areas – Patrons shall not be permitted in any areas designated as "staff only" or in the lower level unless otherwise permitted by the Library Director, or to attend programs, Board meetings, or Friends' used book sales.
6. Equipment – Library phones and staff computers are for staff use only.

7. Loud Noise – 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.
8. Health and Safety – For the health and safety of all patrons, shirt and shoes are required for all patrons.
9. Violations of Law – 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 materials from the property without authorization through approved lending procedures, or vandalism) is prohibited.
10. Body Odor – Offensive body odor due to poor personal hygiene, overpowering perfume, or cologne that causes a nuisance is prohibited.
11. Unauthorized Use – Patrons must leave the Library promptly at closing time and may not be in the Library when it is not open to the public. 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 Library Director, his or her designee, or the Library Board.
12. Alcohol – The consumption or possession of alcoholic beverages on Library property is strictly prohibited.
13. Smoking and Tobacco – Smoking in or on Library property that constitutes a “public place” is strictly prohibited pursuant to the Michigan Clean Indoor Air Act. Smoking on other Library property (indoor or outdoor) that is posted with NO SMOKING signs or the international “no smoking” symbol is strictly prohibited. Tobacco, tobacco products, and/or other burnable products may not be used in the Library or on the Library property. This includes smoking, chewing, rolling, or displaying of tobacco, other burnable products, electronic cigarettes, personal vaporizers, or other delivery systems.

Smoking by employees in designated smoking areas is allowed.
14. Weapons and Firearms – All weapons and firearms are banned from the Library premises, except for concealed weapons that are exempt from licensure under Michigan law or lawfully licensed and carried in compliance with Michigan law.
15. Patrons will be warned once and requested to leave if the unacceptable behavior continues.

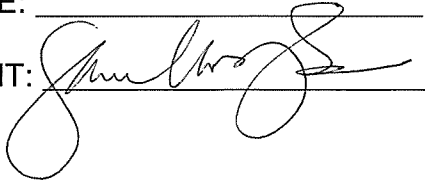
16. The Library Director may suspend or revoke library privileges for such unacceptable behavior and the police may be called.

17. If a patron wishes, their ejection may be appealed to the Board of Trustees.

POLICY APPROVED: _____

EFFECTIVE: _____

PRESIDENT: _____

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to read "John A. [unclear]".