

DISCIPLINARY POLICY

The Board of Trustees has adopted these Rules of Conduct to promote a safe and orderly atmosphere in the library, to provide reasonable access to the facility for all persons, and to insure that all individuals will have fair and equal opportunities to use the library's resources. The Library Board reserves the right to alter, establish and implement policies and procedures as needed.

According to Michigan Statutes, the Library Board may exclude from use of the library all persons who shall willfully violate such reasonable rules and regulations. Such exclusion from the library shall occur on the orders of the Director or Director's designee. Withholding of library privileges is defined to mean that an individual may not enter the library property and may not enter or use the library.

A complete set of policies is available for viewing at the Front Desk.

First Offense: Improper conduct will be discussed with patron. Actions taken will be recorded in Incident Book. Behavior may result in immediate removal from library for the remainder of the day.

Second Offense: Improper conduct will be discussed with patron. Actions taken will be recorded in Incident Book. Withholding of library privileges for two days will occur.

Third Offense: Improper conduct will be discussed with patron. Actions taken will be recorded in Incident Book. Withholding of library privileges for 2 weeks will occur.

Fourth Offense: Improper conduct will be discussed with patron. Actions taken will be recorded in Incident Book. Withholding of library privileges will remain in effect until the patron (with parent if a minor) attends a regularly scheduled monthly board meeting concerning these incidents.

In incidents involving minors, parents will be notified. Any person who refuses to leave the library after being requested to do so, or who returns to the library prior to the authorized time, may be subject to arrest and prosecution for trespassing. An appeal to the Library Board shall not stay the Director's denial to access. The Library Board of Trustees shall provide the person with an opportunity to be heard before deciding the appeal and may affirm, modify, or reverse the Director's denial.

LIBRARY GUIDELINES



128 E. Front Street
Buchanan, MI 49107

269-695-3681

www.buchananlibrary.org

CODE OF CONDUCT

- Wear appropriate clothing, including shirt and shoes.
- Behave in a courteous manner so that all may use the library and the staff may carry out their duties without interference or disruption.
- Speak at a volume which is not disturbing to other patrons. Use headphones at a volume that is not disturbing to other patrons. Set cell phone ringers to vibrate when in the library and use cell phones in the most discrete manner or step outside the library to complete a call.
- Adhere to any additional library policies on the use of materials, facilities, computers and internet access.
- Consume food and covered drinks at library tables only and dispose of all garbage appropriately. Food and drink are never permitted at computers.
- Supervise and remain with their children age 6 and under at all times. The responsibility for children rests with parents/guardians, not the library staff.
- Use and reproduce library materials in all formats in a manner which complies with copyright law.

- Use materials in such a way as to cause no damage and will not damage the interior or the exterior of the physical building.
- Refrain from smoking, drug or alcohol use and the possession of illegal weapons of any kind in the library.
- Refrain from loitering, soliciting, blocking access to the building or bike rack and harassing or intimidating staff or other library users.
- Refrain from violating any state or federal law or local ordinance. To do so will also be regarded as a violation of library rules.

POLICIES FOR CHILDREN:

- If a child is age 6 or under, a parent/guardian/caregiver must be present and remain with the child at all times.
- If a child is age 7-9, a parent/guardian/caregiver must be present in the library building.
- Children age 10-17 may use the library unattended subject to the Rules of Conduct and other pertinent policies.
- Parents/guardians/caregivers are responsible for their children's safety and behavior while in the library or on library property and will be responsible for damage to library property caused by their children.

COMPUTER USE

- Only one person may use a computer at a time.
- Only the patron whose name is on the card may use that card to access a computer.
- Minors must have a signed consent form or have an adult with them to use a computer.
- Patrons are guaranteed one hour on a computer.

PROHIBITED BEHAVIORS:

- Computers may only be used for resources for legal purposes. At no time will the user change the software settings, Windows setups or move, add or delete icons. When there is any problem with any equipment or software, the user must immediately report the problem to a staff member.
- Users may save files to media of their own. Flash drives are available for a fee at the front desk.
- Library computer workstations **MAY NOT BE USED TO DISPLAY OR DISSEMINATE SEXUALLY EXPLICIT OR SEXUALLY SUGGESTIVE MATERIAL.** If such material is accessed the user **COULD BE CHARGED WITH A CRIME.**