

CODE OF CONDUCT

The Board of Trustees of the Buchanan District Library have 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.

Library users will:

1. Wear appropriate clothing, including shirt and shoes.
2. Behave in a courteous manner so that all may use the Library and the staff may carry out their duties without interference or disruption.
3. 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.
4. Adhere to any additional Library policies on the use of materials, facilities, computers and internet access.
5. Consume food and covered drinks at Library tables only and dispose of all garbage appropriately. Food and drink are never permitted at computers.
6. Parents/caregivers will supervise and remain with children age 6 and under at all times. The responsibility for children rests with parents/guardians, not the Library staff.
7. Use and reproduce Library materials in all formats in a manner which complies with copyright law.
8. Use materials in such a way as to cause no damage and will not damage the interior or the exterior of the physical building.
9. Refrain from smoking, drug or alcohol use and the possession of weapons of any kind (excluding with valid concealed carry permit) in the Library.
10. Refrain from loitering, soliciting, blocking access to the building or bike rack and harassing or intimidating staff or other Library users.
11. Refrain from violating any state or federal law or local ordinance. To do so will also be regarded as a violation of Library rules.

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 as the Library Board may adopt (MCL 397.206). 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. The Library property is defined as the parking lot up to the alley on the south side of the building and the area up to the wall of the building to the west, including the shared parking lot on the west.

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. **For Minors: a call will also be made to parent or guardian.**

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. **For Minors: A call will also be made to parent or guardian.**

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. **For Minors: A call will also be made to parent or guardian.**

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 attends a regularly scheduled monthly board meeting concerning these incidents. Future Library privileges will be determined by the Board of Trustees. **For Minors: A call will also be made to parent or guardian. Withholding of Library privileges will remain in effect until the minor and their parent/guardian attend a regularly scheduled monthly board meeting concerning minor's actions.**

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. Before withholding Library privileges to any person, staff shall inform the person of the reason he or she is being denied access and give that person a reasonable opportunity to state his or her response to the proposed denial of access. All decisions on the withholding of privileges may be appealed to the Library Board at a regularly scheduled meeting. 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. Minors (under 18) appealing withholding of Library privileges must be accompanied by a parent or legal guardian. This policy will be enforced without regard to a user's sex, race, age, creed, religion or sexual orientation.