



## **Baldwin Public Library Code of Conduct Policy**

The Baldwin Public Library Board of Directors and Administration have the responsibility to provide a safe and comfortable environment in which the citizens of our communities can use and enjoy Library services. Toward this end, the Board has adopted the following Code of Conduct. Library staff will enforce this Code in a firm but reasonable manner, including—as circumstances dictate—calling in the police and asking people who violate the Code to leave the building. Library Administration may ban violators entirely from the facility for a specified period of time.

### **Code of Conduct**

- a. Patrons shall be engaged in activities associated with the use of the Library while in the building. Patrons not engaged in reading, studying or using Library materials or facilities may be required to leave the building.
- b. Disruptive behavior is not permitted in the Library. Examples include, but are not limited to, disorderly conduct, noise or activity that interferes with the rights of others (whether intentional or inadvertent), talking or singing loudly, physical abuse, misuse of Library furnishings, and abusive, profane or threatening language. Staring at, photographing, videotaping, 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 are all prohibited.
- c. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes, but is not limited to, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
- d. Poor personal hygiene that disturbs or interferes with patron or staff use of the Library is prohibited.
- e. Misuse of restrooms, including laundering, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited.
- f. Cell phone usage is permitted only in the Library's front entrance vestibule.
- g. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation is prohibited.
- h. Persons committing disturbances, theft, vandalism or other illegal acts are subject to prosecution. Larceny from the Library is punishable in accordance with Birmingham City Code 74-94 and state law.

- i. The following is a non-exhaustive list of activities which are prohibited:
  - Soliciting or panhandling
  - Sleeping
  - Use of tobacco, alcohol, or illegal drugs
  - Use of computers to create, send, or receive obscene, illegal, or sexual explicit matter in accordance with the Library's Electronic Device, Network, and Internet Use Policy as amended and Michigan Compiled Law 397.606.
- j. The Library is a smoke-free zone. Smoking is not permitted in the Library or outside the building under the Library's front entrance awning on Merrill Street or within 35 feet of the rear staff entrance.
- k. Service animals and animals used for Library programs are permitted in the building. Other animals are not permitted in the building. Animals cannot be secured to the Library's front entrance railings.
- l. Bicycles must be parked in the designated bicycle racks.
- m. All people in the Library must wear proper attire, including shirts and footwear.
- n. Covered drinks and light snacks are permissible in public areas and must be disposed of when finished.
- o. A maximum of two bags of any type per person may be brought into the building. Bedrolls, blankets, duffle bags, suitcases or large plastic bags are not allowed in the Library.
- p. Wheeled carts are not allowed in the Library. Skateboards, rollerblades, and other wheeled devices should not be used in the Library, on the front ramp, or on the front stairs. Baby strollers, walkers, and wheelchairs are allowed.
- q. The Library is not responsible for personal items. Personal items are the responsibility of the person to whom they belong and should not be left unattended.
- r. Children under the age of 10 must be accompanied in the Library in accordance with the Library's Unattended Children's Policy.

### **Right of Appeal**

Any Library user who has had his or her privileges suspended may appeal to the Library Board by submitting a written request to Library staff. Library staff shall then schedule a hearing before the Library Board and shall notify the patron requesting the hearing in writing at least seven (7) days before the hearing.

**If you see anyone violating these rules or feel that others in the Library are acting inappropriately, please inform a staff member immediately.**