

Code of Conduct

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | www.baldwinlib.org

Introduction

The Baldwin Public Library is open for specific and designated civic, educational, and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. This Code of Conduct Policy has been established to provide a safe and welcoming environment for all patrons and staff on the Library's premises. Patrons who will not respect this policy may be asked to leave the Library, have Library privileges suspended, or be subject to legal action.

Violations of Law

Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance, or regulation on Library premises or concerning Library property will violate this Policy. This includes, but is not limited to, vandalism, assault, larceny, and the removal of Library material from the property without authorization through approved lending procedures.

Code of Conduct

The following behaviors are not acceptable:

- A. Disruptive or unsafe behavior, including, but not limited to profanity, running, climbing furniture, throwing things, hitting, pushing, or shoving.
- B. Failure to follow Oakland County Health Department, State of Michigan, and Center for Disease Control and Prevention infectious disease control guidelines in order to lessen the spread of COVID-19, as posted on the Library entrance.
- C. Stealing, damaging, altering or attempting to alter, any property of the Library.
- D. Making sounds louder in volume than the general noise level of the area, including yelling, cheering, talking (with others or in monologues), or producing noises from electronic, entertainment, and communication devices, such as cell phones, tablets, and headphones.
- E. Interfering with the use of the Library by other patrons or with employees' performance of duties, including monopolizing the attention of staff for an inappropriate period of time, and making inappropriate personal comments, sexual advances, or other forms of physical or verbal harassment.
- F. Entering a designated staff area without permission from a Library staff member.
- G. Threatening, bullying, or harassing other people, including following, threatening, or taunting them, or inflicting physical or verbal abuse.

- H. Recording or photographing another person in the Library without their permission. In the case of minors, permission must come from the parent or legal guardian.
- I. Leaving belongings unattended. The Library does not guarantee storage for personal property. Personal possessions must not be left unattended or take up seating or space if needed by others.
- J. Offensive body odor, including, but not limited to odor due to poor personal hygiene or overpowering perfume or cologne.
- K. Misusing restrooms, including, but not limited to laundering, shaving, hair cutting, bathing, sexual activity, or other inappropriate behavior.
- L. Consuming food and beverages other than in designated areas or at authorized Library functions. Light snacks and beverages in closed containers are permitted everywhere except at Library computers, or in the Computer Lab, Idea Lab, and Harry Allen Room. All areas shall be left clean after use.
- M. Leaving children under the age of 10 unsupervised in the Library in accordance with the **Library's Unattended Children's Policy**.
- N. Viewing materials which are inappropriate for the surroundings.
- O. Using 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** and Michigan Compiled Law 397.606.
- P. Campaigning, petitioning, interviewing, survey-taking, panhandling, or soliciting inside the Library or under the Library's front entrance awning on Merrill Street.
- Q. Lying down or sleeping in the Library.
- R. Smoking, using e-cigarettes, vaping, or chewing tobacco on Library property.
- S. Consuming alcoholic beverages (except when served or permitted at Library-sanctioned events) or possessing or consuming illegal drugs on Library property. Persons noticeably under the influence of any controlled substance or intoxicating liquor are not allowed on Library property.
- T. Bringing animals into the Library other than therapy animals and service animals (as defined by law) for individuals with disabilities, animals used in law enforcement, animals used in Library programming, or where otherwise permitted under Library policy. Patrons are legally responsible for the behavior of their service and therapy animals. Per state law, animals will be asked to leave if the animal is out of control and causes a significant disturbance, or if the animal has an accident.
- U. Securing animals or bicycles to the Library's front entrance railings.

- V. Using skateboards, bicycles, or other wheeled forms of recreation equipment anywhere other than on sidewalks.
- W. Not wearing a shirt, shoes, or other appropriate clothing.
- X. Bringing in large items such as suitcases, duffle bags, or large plastic garbage bags.

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.**