

## Code of Conduct Policy

### Policy Statement

In order to provide a safe and appropriate environment within the library that allows all customers to use library facilities to the fullest extent during regularly scheduled hours, the library board of trustees has adopted the following rules and regulations.

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### Regulations

1. Customers shall engage in activities associated with the use of a public library. Customers not reading, studying or using library materials may be required to leave the building, library program or approved community event.
2. Any customer not abiding by these or other regulations and regulations of the library may be required to leave the library premises and may forfeit his or her library privileges. Library employees will contact the police if deemed advisable.
3. The library board of trustees authorizes library staff and law enforcement officers to enforce the library's published code of conduct policy up to and including long-term suspension of library privileges, permanent banning from the library or prosecution.
4. A customer whose privileges have been suspended or revoked may have the decision reviewed by the board of trustees (CUS - 3).
5. Persons entering or refusing to leave the building after being evicted or banned will be charged with trespassing. Customers shall respect the rights of other customers.
6. Customers shall not assault, harass or annoy others in the library. This includes noisy or boisterous activities, staring at another person with the intent to annoy that person, following another person about the building with the intent to annoy that person, playing audio equipment so that others can hear it, singing or talking loudly to others or in monologues, using profanity, displaying print or nonprint materials of an offensive nature to others or by behaving in a manner that can be reasonably expected to disturb others.
7. The library requires all individuals to set their cell phones to no-ring (vibrate) mode upon entering the library. Individuals needing to use a cell phone to make or receive calls while in the library must go to the enclosed group study rooms or lobby areas. Voices must be kept at a reasonable level so as not to disturb other library customers.

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8. Smoking, including the use of electronic cigarettes, is prohibited throughout the library's facilities.<sup>1</sup> Smoking is permitted on library grounds by anyone over the age of 18 so long as smoke does not enter the building.
9. Non-alcoholic beverages may be consumed in the library if they are in closed containers. Alcoholic beverages are prohibited in the library unless previously approved by the library board.
10. Customers may not utilize the library while under the influence of alcohol or drugs.
11. Customers shall not engage in any illegal activity while in the library building. Persons whose actions violate state or local law will be prosecuted.
12. Customers shall not interfere with the use of the library by other customers or with library employees' performance of their duties.
13. Customers shall not deface or mar library materials including books, magazines, newspapers, recordings or other items of the library collection. Nor shall they deface, mar or in any way destroy or damage library furnishings, walls, machines, or other library property.
14. Customers shall not enter the building without appropriate clothing including a shirt and shoes. Customers whose bodily hygiene is offensive so as to constitute a nuisance to other customers or library staff may be required to leave the building.
15. Customers shall not bring pets or animals into the library, other than service dogs.
16. Knives with blades longer than 3" and guard dogs are not allowed in the library or on library property. Individuals carrying guns must have a concealed weapons permit on their person.
17. Any materials removed from the library must be checked out on a valid library card or through other standard library procedures such as interlibrary loan.
18. Unauthorized use of the library's computer network or failure to comply with the library's *Internet Access and Use* policy may result in suspension of library privileges.
19. In cases of disruptive behavior customer identification including name, address and phone number, may be requested.

Approved: January 14, 2008

Rochester Hills Public Library Board of Trustees

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<sup>1</sup> Michigan Clean Air Act, P.A. 198 of 1986