

## Code of Conduct Policy

### Policy Statement

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. 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.
2. 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 in any way destroy, or damage library furnishings, walls, machines, or other library property.
3. 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.
4. Customers not engaging in activities commonly associated with the use of a public library may be required to leave the building, library program or approved community event.
5. Customers shall not engage in any illegal activity while in the library building. Persons whose actions violate state or local law may be prosecuted.
6. Customers entering or refusing to leave the building after being evicted or banned will be reported for trespassing.
7. Customers shall not bring pets or animals into the library, other than service animals. The Americans with Disabilities Act (ADA) defines a service animal as a dog that is individually trained to perform tasks or do work for the benefit of a person with a disability. Under current Michigan law, only dogs and miniature horses can be service animals.  
  
Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA and will not be allowed into the library.
8. Customers shall respect the rights of other customers and library personnel. Conduct that interferes with any person's safety will not be permitted on the library's premises, such as assault, harassment or stalking.
9. Customers shall not engage in disruptive behavior, such as being noisy or playing audio equipment so that others can hear it, singing or talking loudly to others or in monologues, using profanity, displaying print or non-print materials of an offensive nature to others, or behaving in a manner that can be reasonably expected to disturb others.

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10. The library requests all customers to set their cell phones to no-ring (vibrate) mode upon entering the library. At all times voices must be kept at a reasonable level so as not to disturb other library customers.
11. Smoking, including the use of electronic cigarettes, is prohibited throughout the library's facilities.<sup>1</sup> Smoking is not permitted on library grounds.
12. 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.
13. Customers may not utilize the library while impaired by alcohol or drugs.
14. Customers shall not enter the building without appropriate clothing including a shirt and shoes. Customers whose bodily hygiene is offensive to constitute a nuisance to other customers or library staff may be required to leave the building.
15. Knives with blades longer than 3" are not allowed in the library or on library property. Individuals carrying concealed weapons must have a concealed weapons permit on their person.
16. Any customer not abiding by these or other 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.
17. A customer whose privileges have been suspended or revoked may request to have the decision reviewed by the board of trustees (CUS – 3).
18. 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.

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Approved: 2008, May 13, 2019  
Rochester Hills Public Library Board of Trustees

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