

Patron Conduct

To assure that all patrons have full access to the facilities and services of the Bacon Memorial District Library, users must comply with the Library Code of Conduct as well as all applicable laws, including City of Wyandotte ordinances. The Library Code of Conduct states the following:

USE OF LIBRARY PROPERTY

- 1) All materials that are removed from the Library must be checked out.
- 2) Library materials should be returned in the condition in which they are taken from the library; there is a charge for damaging library materials. Repeatedly returning materials in damaged condition may result in a patron losing the ability to check out materials.
- 3) Vandalism and destruction of library property is prohibited and such conduct may result in the institution of legal proceedings against the offender and/or the denial of library service until such time as the cost of the library materials has been repaid.
- 4) Patrons who fail to return materials worth more than \$30 or to pay fines above this amount may not check out additional library materials until the balance is below this amount. Debts of more than \$60 are automatically reported to a collection agency, and must be cleared completely, including a collection agency fee, before materials may be checked out again.
- 5) Overdue fines are charged from the day after the due date, and patrons receive notices of overdue materials after 14 days. No notices of fines for returned materials are sent. If a patron claims to have returned materials which are charged out to him/her, up to three claims will be accepted even if the material cannot be found in the library. Claims above three will be considered lost materials and the patron will be charged according to this policy.

PATRON BEHAVIOR

People 10 years and older are permitted to use the library facilities, materials and services, unattended by others, as long as the patron follows the guidelines listed below.

- A. Any patron not adhering to the following guidelines will be given one warning. If the behavior continues, then that patron will be asked to leave library property for the day.**

- 1) Refrain from conduct in the library that is disruptive to staff or to other library patrons, as determined by a complaint, including:
 - a. carrying on a conversation that can be heard more than five feet away,
 - b. behavior such as creating loud noises, loud talking, screaming, or banging on computer keyboards,
 - c. continuing to speak to a patron or staff member after that person has asked the patron not to speak to him/her or has requested that a staff member convey this request,
 - d. cell phone conversations in the Bacon house and main library should be kept to two minutes or less. Cell phone conversations that last longer than this time should be taken into the front or back vestibules.
 - e. any sound device such as headphones on computers, iPods, etc. may be used with sound at a low level so that it is not "heard" by others,
- 2) keep all personal belongings in his/her possession at all times --library staff are not responsible for items being stolen or damaged;
- 3) patrons need to dress in an appropriate manner. Shoes (or other footwear) and shirts are required at all times for hygiene and safety purposes; clothing must be appropriately buttoned or zipped;
- 4) smoking is prohibited anywhere in the library facility and within 10 feet of an exterior door or window (this includes e-cigarettes);
- 5) refrain from lying down or disruptive sleeping in the Library; having feet on furniture; or blocking aisles, exits or entrances;
- 6) refrain from eating in the public area of the library except at the designated table by the vending machine. Beverages in closed containers are allowed, except in computer areas and the local history rooms;
- 7) patrons may not enter an area that is designated "Staff Only". Patrons may not remain in the Library after closing time or after a request to leave, including emergencies and evacuation drills.
- 8) place bicycles in the bicycle racks;
- 9) refrain from using skate boards, rollerblades, or other such items on library property;
- 10) bathing, shaving, changing clothes or other unintended uses of the restrooms are not permitted. Library materials may not be taken into the restrooms.
- 11) adults aren't permitted to use children's computers weekdays after 3pm and all day on Saturdays.

12) 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 shall be required to leave the building.

13) Patrons shall not disturb library pets. This includes: banging on cages, removing anything from a cage, trying to touch or remove the animal from the cage, and/or grabbing at the animal while it's out for the public to see.

B. Any patron engaged in any of the following activities will be immediately asked to leave library property for the day and the police may be called.

- 1) Making inappropriate personal comments or sexual advances towards patrons or staff.
- 2) Staring at, photographing, following, stalking, harassing or threatening library patrons or staff while in the library or on library property.
- 3) Having offensive body odor or personal hygiene so as to unreasonably interfere with other patrons' ability to use the Library and its facilities.
- 4) Damaging, vandalizing, tampering with or improperly removing library property or property that does not belong to you.
- 5) Abuse of other library patrons and/or library staff, either by verbal or physical means.
- 6) Possessing any weapon including but not limited to any firearm, a knife with a blade longer than three (3) inches, any switchblade or mechanically operated knife, blackjack, brass or metal knuckles, bar, club, or bludgeon. Exception – law enforcement, security personnel, and as may be permitted by law.
- 7) Possessing, consuming or being under the influence of alcohol or illegal drugs is prohibited in the library and on its grounds.
- 8) Distributing bodily fluids, including: spit, blood, urine, or feces, around the library and/or on its grounds.

RESPONSIBILITY FOR OTHERS

- 1) Adults who bring children or persons who need supervision because of physical or mental conditions to the library are required to supervise them for their safety and to prevent them from disturbing other library patrons;
- 2) Library staff cannot take responsibility for the supervision of children left unattended; the Library accepts no obligation to supervise or protect:

- a. children of 9 years of age or less shall not be allowed entry into library alone and must be supervised by a responsible adult
 - b. persons of 10 years and older using the library without adult supervision.
- 3) Children under the age of 12 years may not be left at the Library after the posted closing time; if such a child is left alone for a period of 15 minutes or more beyond closing time, the police will be called to take charge of the child.

COMPLIANCE

The library staff on duty shall oversee and enforce compliance with this Library Code of Conduct. Patrons are expected to cooperate with library staff when asked to stop unwelcome conduct. If a patron fails to comply and chooses to ignore library staff or begins to argue with and/or yell at library staff, then that person will be asked to leave the library. If the patron returns at a later date and there continues to be issues with adherence to the patron conduct policy, that person will then be banned from the library for a period commensurate with the infraction. If a patron refuses to leave the library when asked to by a staff member, the police will be called. If a staff member has to call the police on a person, then that person is permanently barred from entering and using the library in the future and is not allowed on library grounds. Violation of local, state or federal laws may result in criminal prosecution.

APPEAL

A library patron who disagrees with the form of discipline chosen by a library staff member may complain to the Library Director. The Library Director will investigate the situation and make an appropriate response. A patron who disagrees with the decision of the Library Director may appeal to the Library Board. Any and all decisions by the Library Board concerning a patron's adherence to the Library Code of Conduct and the appropriate measures to be taken for a violation of that Code shall be and are final.