

Romulus 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. In order to provide resources and services to all people who visit the library in an atmosphere of courtesy, respect, and excellent service, the Library Board of Directors has adopted this Code of Conduct Policy. The purpose of this policy is to assist the library in fulfilling its mission as a community resource to enrich life, stimulate intellectual curiosity, foster literacy, and encourage an informed citizenry.

The following rules of conduct shall apply to all persons inside the library building and on the grounds outside the library building, unless otherwise specified. This policy enables the Romulus Public Library Board of Directors and the Administration to strive to provide a safe and comfortable environment in which the citizens of our community can use and enjoy library services.

### **General Rules**

- Eating in any public area, except as allowed by meeting room rules and regulations, is prohibited.
- Drinks must be kept in a covered container away from computers. Patrons are requested to be mindful of the nature of the premises and possible resulting damage that could occur when bringing in drinks. Obvious care should be exercised when near computer equipment. Patrons may be liable for any resulting intentional damage.
- Patrons are expected to clean up after themselves, placing trash in appropriate receptacles and notifying staff if spills occur.
- Alcoholic beverages are prohibited.
- Smoking of any kind, including the use of e-cigarettes, is strictly prohibited inside the Library building and anywhere on Library grounds that is within 25 feet of any exit/entrance to the Library building.
- Animals may not enter the library, with the exception of service animals that are aiding the disabled or animals involved in library programs.
- Animals are not to be left unattended on library grounds or in vehicles.
- Skateboards, rollerblades, bicycles and other such devices are not allowed in the library. Bicycles are to be parked in the bike rack provided.
- Patrons are not allowed in library offices and/or other non-public areas unless accompanied by library staff or by prior arrangement with the director.
- Patrons may not remain in the building after its regular closing hours.
- Shirts and shoes are required in the library.
- Patrons may not violate City rules and ordinances, State and Federal Laws, and specific board policies.

### **Cell phone use**

- Cell phones will be kept on silent or vibrate mode at all times while in the library.
- Voice volume should be kept to a minimum so as not to disturb other patrons.
- Communication devices should be placed on mute prior to the start of any program.
- Please terminate phone conversations prior to approaching the service desk.

### **Rules of behavior**

- Treat people and property with respect.
- Engaging in loud, aggressive, or boisterous conduct is not allowed.
- Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation that monopolizes staff time for an inappropriate period of

time, inappropriate personal comments, sexual advances, harassment, threatening behavior or physical and/or verbal harassment.

- Patrons may not damage or deface public property, including library materials.
- Patrons may not improperly or dangerously use or remove library materials or equipment.
- No running or jumping in the library.
- Patrons may not use, sell, distribute or be under the influence of alcohol or illegal drugs.
- Patrons shall not use profane, obscene or injurious language in the library, cause a disturbance nor be a Disorderly Person.
- Offensive body odor due to poor personal hygiene or overpowering perfume/cologne or other odor that causes a nuisance is prohibited. Patrons will be asked to leave the library and will be allowed to return when the condition is resolved.

In addition, it is the policy of the Romulus Library Board to:

- Ban all weapons from Library premises, including lawfully registered concealed weapons, to the fullest extent of the law.
- Prohibit the use of photography, film, or television equipment without the permission of the director.
- Authorize the director or staff member in charge to summon police assistance if necessary.

#### **Soliciting, Selling, Campaigning or Petitioning on Library Grounds**

- As a limited public forum, the library reserves the right to regulate the time, place, and manner for petitioning, campaigning, and soliciting on library grounds.
- Persons or groups wishing to petition or campaign on library grounds must receive prior approval from the director or assistant director of their intent to campaign or petition.
- Use of the library property by petitioners or campaigners does not indicate the library's opposition to or endorsement of the candidate or issue that is the subject of the petition, and the library will not assist the petitioners in the solicitation of signatures.
- Permitted areas for campaigning or petitioning will be limited to areas 6 feet from all entrances and overhangs. However, no person shall block ingress or egress from the library building.
- Permitted times for campaigning or petitioning will be limited to the operating hours of the library.
- Campaign material, solicitation literature or petitions may not be brought into the library, posted at the library, or left on tables.
- Sales, solicitations and/or solicitations of monetary donations of any kind by outside organizations are prohibited unless incidental to library programming and require advance approval by the library director.
- With approval of the library director or a designated staff person, community nonprofit organizations may place containers in the library or on library property to collect approved nonmonetary donations as space allows, in areas designated by the library. The length of time for collecting donations may be limited by the library.

#### **Accompany and Supervise Children**

Because the library is a public place, it is not wise for children to be left unattended, therefore:

- Children age twelve (12) and under **MUST** be accompanied by a parent or guardian age 13 or older while in the library and/or on library grounds.
- Parents/guardians/caregivers are responsible for their child's behavior, safety, and welfare while on library grounds, regardless of age.
- Library employees are unable to assume responsibility for children.

- We request that all unattended minors be picked up at least ten minutes before closing time. If a minor is left after closing time or if a child under the age of 13 is left unattended at the library, the police may be called. Under no circumstance will a library staff member transport a minor to another location.

Upon the appearance of the parent or adult guardian, the director or staff member in charge will talk with the adult, informing him or her of the dangers involved with leaving a minor unattended and notifying them of the Library Board Policy regarding unaccompanied children. Such incidences will be documented and kept on file in the library.

Repeat offenses may result in referral to the Library Board and/or to Michigan Social Services.

### **Violation of the Policy**

Any violation of any of the foregoing regulations shall be cause for any patron to be expelled from the premises. The Library Director, or his or her authorized designee, is authorized to terminate any user's access to the library if the user has failed to comply with the library's Patron Responsibilities and Conduct Policy and/or related rules.

- **Initial Violation:** Users who are observed violating the Patron Responsibilities and Conduct Policy will be asked to cease the violation with a verbal warning. If the user does not comply with the request, the user's access to the library shall be terminated for the day. If the user refuses, the police may be called, and the user's access to the library may be terminated for a longer period as determined by the Director or Director's authorized designee.
- **Subsequent Violation:** The Director or Director's authorized designee may further limit or revoke the patron's library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- **Violations Affecting Safety and Security:** If the violation of the library's Patron Responsibilities and Conduct Policy affects safety or security, or is a violation of law, the library has the right to immediately call the police and terminate the user's library access or other library privileges without complying with the procedures outlined above. Illegal acts involving library use may be subject to prosecution.
- **Reinstatement:** The patron whose privileges have been limited or revoked shall attend a meeting with the Director or the Director's designee to review the Patron Responsibilities and Conduct Policy before their privileges may be reinstated. The Director or the Director's designee has the authority to determine if the patron will be reinstated with full library privileges, partial library privileges or if the suspension of library privileges will continue for a longer period of time or indefinitely.

Any user who is denied access to the library may file a written appeal of the Director's or Director's authorized designee's decision by sending an appeal in writing to the president of the Library Board within 10 business days of the violation. The Library Board will render their decision within 60 days of receipt of the appeal. The decision of the Library Board is final.