

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.

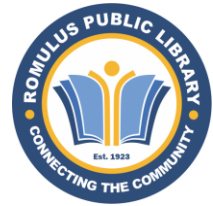
General Rules

- Patrons shall be engaged in activities associated with the use of the library while in the building or on library grounds. Patrons not engaged in using library materials or facilities appropriately will be asked to leave the building.
- Sleeping in the library or on benches, tables, or grounds outside is prohibited.
- 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.
- 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 unless it is for a previously approved meeting room rental or program approved by the Library Director or supervisor-in-charge as the Director's designee.
- Shirts and shoes are required in the library for health and public safety reasons.
- Patrons may not violate City rules and ordinances, State and Federal Laws, or specific board policies.

Animals

Animals are not permitted in the Library with the exception of trained Service Animals and those in training to be Service Animals, as defined by the Americans with Disabilities Act (ADA) and Michigan law, for patrons with disabilities, those used in law enforcement or for Library programming.

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- Service Animals are permitted to accompany patrons with disabilities in all areas of the Library where the public is allowed to go.
- Emotional support or comfort animals are not permitted in the Library building.
- Animals may not be left unattended on Library grounds or in vehicles.
- The Library is not responsible for animals, including those left unattended.
- The Library is permitted to ask the person requiring a Service Animal the following questions:
 - 1) Is the animal a Service Animal required because of a disability?
 - 2) What work or task has the animal been individually trained to perform?
- The Library may not ask about the individual's disability, require medical documentation, require a special identification card or ask that the Service Animal demonstrate its ability.
- A Service Animal may be removed if the animal is out of control and the handler does not take effective action to control it or if the animal is not housebroken.
- Patrons are responsible for cleaning up after their animal and may be billed for cleaning fees.

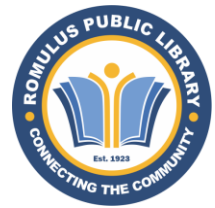
Cell phone use

- 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

- Patrons must comply with staff directions, instructions, and enforcement of library policies.
- Blocking aisles, doors or entrances is not allowed.
- Leaving personal items unattended at the Library at any time is not allowed.
- Patrons must provide identification to Library staff when requested.
- Patrons must treat people and property with respect.
- Engaging in loud, aggressive, or boisterous conduct is not allowed.
- Tones should not rise above the general level of conversation in any area. In all areas of the library, patrons should refrain from producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the library or which can be reasonably expected to disturb other persons, including those from electronic, entertainment, and communication devices such as cell phones, headphones, tablets, laptops, and radios.
- Any patron whose privileges to use the library have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his or her designee, or the Library Board.
- Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff

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for an inappropriate period of time, inappropriate personal comments, unwanted touching, sexual advances, harassment, threatening behavior or physical and/or verbal harassment.

- The children's area is intended for users through grade eight and their parents, guardians, or chaperones. Preference will be given to those users.
- 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.
- No pushing, pulling, hitting, or other physical or verbal fighting is allowed 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, 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.
- Carrying firearms, blades, or other weapons, except as specifically permitted by or exempt from local regulation by law, is prohibited.

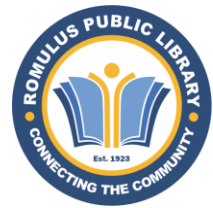
In addition, it is the policy of the Romulus Library Board to:

- 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 are requested to sign in at the service desk in advance 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.

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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 or under the supervision of a chaperone or caregiver age 16 or older while in the library and/or on library grounds.
- Children age five (5) and under must be in sight of their parent, guardian, caregiver, and/or chaperone at all times.
- Children age six (6) to ten (10) must be in the same room or vicinity of their parent, guardian, caregiver, and/or chaperone at all times.
- Children age eleven (11) to twelve (12) must be in the library building and/or on library grounds with their parent, guardian, caregiver, and/or chaperone at all times.
- Parents, guardians, caregivers, and/or chaperones 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.
- Library staff reserve the right to require parental supervision of minors in the library and/or on library grounds for any reason.
- 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.

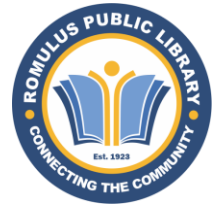
Upon the appearance of the parent or adult guardian, the director or staff member in charge will talk with the adult, informing him or her of the dangers involved with leaving a minor unattended and notifying them of the Library Board Policy regarding unaccompanied children. Such incidences will be documented 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 supervisor-in-charge as the Director's authorized designee.
- **Subsequent Violation:** The Director or supervisor-in-charge as the 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

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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 supervisor-in-charge as 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.

Threats of Violence that Affect Safety and Security

Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons are strictly prohibited and shall be handled as follows:

1. Initial Violation: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Director or Director's designee may add additional time to the initial limitation or suspension period. The Incident Report shall specify the nature of the violation.
2. Subsequent Violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

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.

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