

## **Pentwater Township Library Personal Behavior Policy**

The Pentwater Township Library (Library) is open for specific and designated uses, including reading, studying, writing, participating in scheduled library programs, and using library materials and computers. In order to provide resources and services to all people who visit the Pentwater Township Library in an atmosphere of courtesy, respect, and excellent service, the Library Board of Trustees has adopted this Patron Behavior Policy.

The following rules of conduct shall apply to all persons entering in or on the premises of the Library.

### Rules for a Safe Environment

- Use of skateboards, rollerblades, roller skates, scooters or ice skates is not allowed in the Library or anywhere on library property.
- Library patrons must park bicycles or other vehicles only in authorized areas. Bicycles shall not block or obstruct the entrances or exits.
- Proper attire including shirts and shoes are required for health reasons and must be worn at all times inside the library. Wet bathing suits or towels shall not be worn or brought into the building.
- ***The Library may require patrons to wear masks for health and safety purposes when in the library. If a patron does not have a mask, the Library will give them one. If a patron is not able to wear a mask or chooses not to wear a mask, staff can provide curbside delivery for requested library materials.***
- The use of incendiary devices, including candles, matches, eCigarettes and lighters is prohibited inside the library.

### Rules for Personal Behavior

- The Library is not responsible for personal belongings left unattended.
- Using threatening language or gestures or obscenity is prohibited.
- Fighting or challenging to fight, running, pushing or shoving is prohibited.
- Engaging in sexual acts/behaviors or indecent exposure is prohibited anywhere on library property.
- Offensive body odor due to poor bodily hygiene or overpowering perfume/cologne that causes a nuisance to other patrons or staff is prohibited.
- 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 for an inappropriate period of time, inappropriate personal comments, sexual advances or physical and /or verbal harassment.

- Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, or behaving in a manner (1) which can reasonably be expected to disturb library users or staff while such staff or patrons are in the Library or on Library property; and (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited.
- Patrons shall not be permitted in any area designated as "staff only" unless otherwise permitted by the Library Director.
- Misuse of restrooms, including laundering, shaving, hair cutting or trimming, bathing and sexual activity is prohibited.
- Producing or allowing any loud, unreasonable noises that interfere with other patron's use of the library or that can be reasonably expected to disturb other persons, include those from electronic, entertainment and communication devices, such as cell phones, headphones and radio is prohibited. Cell phones and pagers should be placed on vibrate and all calls taken outside the library.
- Eating and drinking are prohibited in the Library with the following exceptions: beverages with lids; bottled water, baby bottles and toddler spill-proof cups; designated staff areas; food and drink used in connection with events sponsored by the Library or meetings held in the Library approved by the Library Director.
- No person may set up a table, sign, or similar structure on library property. This does not apply to library-sponsored or co-sponsored events.
- Patrons must leave the Library promptly at closing time and may not be in the Library when it is not open to the public. Further, 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.

### Disciplinary Process for Library Facilities

- The Library Director or the Director's designee may restrict access to library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to Policy. If necessary, the local police may be called to intervene.

### Incident Reports

- Library staff shall record in writing in the form of an Incident Report any violation of the Patron Behavior Policy that resulted in a verbal warning or a suspension of library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to

the Library Director for logging and review. The report should include a description of the incident in addition to the name of the patron.

- Persons who violate any of these policies will be addressed in the following manner:
- Patron will be given a verbal warning and/or asked to leave the premises.
- If criminal behavior is involved, law enforcement authorities will be notified immediately.
- Repeat violators may be subject to exclusion from library property. Decisions to exclude persons from library property will be made by the Library Director. In the absence of the Director, persons may be temporarily banned by the staff person in charge.

### Right of Appeal

Patrons may appeal any decision in writing to the Library Board within 14 calendar days of the decision. The appeal shall state why library privileges should be restored. The Library Board will respond to the appeal in writing within 7 calendar days of the next regularly scheduled Library Board meeting. The decision of the Library Board is final.

*Adopted February 14, 2012*

*Amended July 11, 2017*

*Amended by the Pentwater Library Board on 07/17/2018.*

*Amended by the Pentwater Library Board on 07/21/2020.*