

## LIBRARY CONDUCT POLICY

The Oakland City – Columbia Township Public Library welcomes every member of the community to use and enjoy the Library’s facilities, collections, programs and services. Because libraries are public places designed to serve people of all ages with a wide range of interests, this policy defines expectations for behavior.

### Responsibilities

A. The Conduct Policy applies everywhere the Library provides service: on all Library property, in the community, through our website or social media, and by phone, chat, or email.

B. Library patrons are expected to: be safe; be respectful of other patrons, library staff, and volunteers; be respectful of library property; obey the law; and comply with requests from library staff.

C. Library staff will intervene to stop prohibited activities and behaviors.

The following observable behaviors and activities run counter to the Conduct Policy:

<p><b>UNSAFE or DISTURBING</b></p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> <li>• Behavior likely to cause personal injury</li> <li>• Interfering with the free passage of staff or others</li> <li>• Use of hostile or aggressive language or gestures</li> <li>• Loud talking or disruptive physical behavior</li> <li>• Using electronic or communication devices in a manner that is disruptive</li> <li>• Consuming foods or beverages in a manner that is disruptive</li> <li>• Wearing insufficient clothing</li> <li>• Bare feet</li> <li>• Hygiene or other scents (perfumes, etc.) so strong as to constitute a nuisance</li> <li>• Sales and solicitation</li> <li>• Bringing animals other than service animals into the library</li> <li>• Smoking on library property</li> <li>• Interfering with an employee’s ability to perform duties</li> <li>• Brandishing a weapon</li> </ul>
<p><b>INAPPROPRIATE USE OF LIBRARY PRIVILEGES OR PROPERTY</b></p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> <li>• Activities inconsistent with normal library uses</li> <li>• Violating the library’s technology use agreements</li> <li>• Actions that may result in damage to library property or the property of others</li> </ul>

	<ul style="list-style-type: none"> <li>• Locating signs, posters, bills or other advertising devices on public property or within public easements or street right-of-way without approval</li> </ul>
<b>ILLEGAL ACTIVITIES</b>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> <li>• Threatening, harassing, or assaulting staff or others</li> <li>• Sexual misconduct or harassment</li> <li>• Illegal use of or selling drugs; possession of open container and/or consumption of alcohol</li> <li>• Theft</li> <li>• Viewing or printing child pornography</li> <li>• Smoking in the library or within 8 feet of the library</li> <li>• Intentional setting off of safety alarms</li> </ul>
<b>FAILING TO FOLLOW STAFF REQUESTS</b>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> <li>• When asked to stop a prohibited behavior, failing to do so</li> <li>• When requested to leave for violations of library policy</li> </ul>

**Child Safety**

The safety and welfare of children at the library is of utmost importance. Parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children at all times while the children are in the library. The Library Board and staff respect the rights and privacy of all library patrons. Library staff will intervene only when juveniles are left unattended or concerns and issues regarding safety, disruptive behavior, or well-being occur. Patrons should refer to the Library’s **Child Safety and Vulnerable Adults Policy** for more information.

**Violations of Conduct Policy**

Staff will contact law enforcement if any violation of the Conduct Policy believed to violate a law (i.e. setting off a false fire alarm, violent behavior, vandalizing property, etc.).

If it considered being a lesser offense, the patron will be notified that the behavior must stop immediately. Should the patron continue to violate policy, a staff member will inform the patron that they must leave the library for the day.

Should the patron refuse to leave the library, staff will notify the patron that the police will be called to remove the patron. The staff member dealing with the patron shall write an incident report and shall make a note on the patrons account whenever a report is filed.

Repeated violations or severe breaches of the Code of Conduct may result in a patron being banned and/or trespassed from the library for a specified length of time. This decision will be made by the Director. Any ban longer than 30 days, shall be made in consult with the Board of Trustees.

Approved by the Board of Trustees October 12, 2022