

The Canton 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 facilities in an atmosphere of courtesy, respect and excellent service, the Library Board of Trustees has adopted this Code of Conduct Policy. The purpose of the Code of Conduct Policy is to assist the library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

The following rules of conduct shall apply to all buildings – interior and exterior – and all grounds controlled and operated by the library and to all persons entering in or on the premises, unless otherwise specified. Through this policy, the Canton Public Library Board of Directors and Administration strive to provide a safe and comfortable environment in which the citizens of our communities can use and enjoy library services.

1. Accompany and Supervise Children

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

- Children – ages 7 and under – must be with a caregiver, age 13 or over, at all times.
- Children – ages 8 – 12 – a caregiver, age 13 or over, must be in the library.
- Parents/guardians/caregivers are responsible for their child’s behavior, safety and welfare while on library grounds. Library employees are unable to assume this responsibility.
- 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.

2. Monitor Personal Belongings and Clean up after Yourself

- The library is not responsible for personal belongings. Unattended personal belongings will be removed to Lost and Found. Personal possessions must not take up seating or space if needed by others.
- Keep all beverages covered.
- Consumption of food is permissible; however, patrons are requested to be mindful of the nature of the premises and possible resulting damage that could occur. Obvious care should be exercised when using food near computer equipment.
- Patrons are expected to clean up after themselves, placing trash in appropriate receptacles and notifying staff if spills occur.

3. Treat People and Property in a Respectful Manner

- Refrain from interference with the use of the library by other patrons.
- Do not trespass in non-public areas of the library.
- Patrons must leave the library promptly at closing time.
- Refrain from interference with staff. 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.
- Patrons must present proper identification, including name, address and telephone number upon request.

4. Comply with Library Noise Zones (See attached map of the Library)

- Silent Zone (Red): No conversation; No sound audible to others.
- Quiet Zone (Yellow): Whispered conversation; No audio easily heard by others.
- Social Zone (Green): Moderate conversation levels; No audio easily heard by others. Considerate cell phone use in compliance with Section 8 is permitted.
- 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 interferes with other patron's 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, and radio is prohibited.

5. Clothing and Personal Hygiene

- Shirts and shoes are required.
- Swimwear, attire which permits showing of underwear or undergarments, masks, and clothing displaying obscene messages shall be prohibited.
- 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.

6. Please Leave Animals at Home

- Service animals are welcome.
- Animals participating in controlled library programs may enter the library.
- Do not leave pets unattended on library grounds or in hot cars.

7. Abide by the Computing Resources Policy

- Patrons are required to adhere to the Library's Computing Resources Policy.
- Patrons under the age of 18 may not enter the Internet Lab unless they are attending a training session conducted by library staff or while doing appropriate research while accompanied by a parent/guardian. Parent/guardian must observe underage user and shall not be on a separate computer.
- Patrons are expected to follow all copyright and intellectual property laws. Patrons may not copy or publish licensed software, media or other intellectual property that infringes upon the copyright of other persons or entities in violation of the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement lies with the user, and the library expressly disclaims any liability or responsibility resulting from such use.

8. Use Cell phones in Designated Zones Only

- 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 in mute prior to the start of any program.
- Please terminate phone conversations prior to approaching any service desk.

9. Park in Designated Areas and Refrain from using Wheeled Recreational Devices in the Library

- No vehicles or wheeled devices, such as, but not limited to: wheelies, inline skates, rollerblades, skateboards, or scooters in the library or near library entrances creating an unsafe environment for other patrons.
- Bicycles must be parked in the racks provided. Locks are not provided by the library.

- Vehicles must be parked properly and in correct spots in authorized areas. Do not block emergency drives and accesses.
- Vehicles may not be left in the library parking lot overnight unless authorized by library management, the Librarian in Charge, or Security.

10. Vandalism

- Do not deface library materials or property.
- Do not deface other patron's or staff property.
- No malicious misuse of library materials or property.

11. Threats or Harassment

- Written or verbal threats or other harassment such as: staring, photographing, following, stalking, or threatening library users or staff while in the library or on library property such that it interferes with library patrons' use of the library or the ability of staff to perform his or her job is prohibited and may result in immediate removal and suspension from the library.
- Carrying weapons, except bona fide officers of government jurisdictions and individuals with a lawful concealed weapons permit, is prohibited.

12. Disruptive, Rowdy or Unsafe Behavior

- Refrain from running, pushing/pulling, or climbing.
- Refrain from physical or verbal fighting.
- Refrain from spitting or any behavior that may injure patrons or damage library materials.

13. Do Not Use Library Facilities for Purposes other than those Normally Associated with a Library.

- 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 shall be asked to leave the building.
- Extensive periods of sleeping in the library or on benches, tables or grounds outside are prohibited.
- Any form of gambling or betting is prohibited.
- Misuse of restrooms, such as, but not limited to: laundering, shaving, hair cutting or trimming, bathing and sexual activity is prohibited.
- Camping on library grounds is prohibited.

14. Soliciting, Selling, Campaigning or Petitioning on Library Grounds

- Persons or groups wishing to petition or campaign on library grounds are required to notify the Library Director or the Library Director's designee in advance of their intent to campaign or petition.
- Use of the library property by petitioners does not indicate the library's opposition 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 entrances and overhangs. However, no person shall block ingress or egress from the library building.
- Campaign literature may not be brought into 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 non-monetary donations as space allows, in areas designated by the library. The length of time for collecting donations may be limited by the library.

15. Do Not Enter the Library while Possessing, Consuming, or being under the Influence of Drugs or Alcohol.

- Alcohol and/or drugs on library premises is strictly prohibited.

16. Do Not Smoke or use Tobacco Products in the Library, and use Designated areas on Library Grounds

- Use of tobacco products in the library is prohibited. Smoking is allowed outside the library in designated areas as specified by the Wayne County Clean Air Regulations. Smokers must use exterior ashtrays and refrain from littering with cigarette butts.
- Use of incendiary devices, such as candles, matches and lighters is prohibited inside the library

17. Committing or Attempting to Commit an Activity in Violation of Federal, State or Local Law, Ordinance or Regulation is Prohibited in the Library and on Library grounds.

- Any person may, without prior notice or warning, be immediately removed from the Canton Public Library at the discretion of the Library Director or the Library Director's authorized designee if his or her presence or conduct on the premises poses an immediate and imminent danger to any person or property.

Enforcement of these rules will be conducted in a fair and reasonable manner. Persons who violate the above policy are subject to the withholding of library privileges as follows:

First Offense: Patrons observed violating this Code of Conduct will be asked to cease the violation with a verbal warning. If the patron does not comply with the request, the patron's access to the library may be terminated for the day. If the patron refuses, the police may be called and the patron's access to the library may be suspended, as determined by the Director or Director's authorized designee.

Second Offense: The Director or Director's authorized designee may further revoke the patron's library privileges if violations 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 not to exceed one year.

Third Offense or Violations Affecting Safety and Security: If the violation of the Library's Code of Conduct 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 privileges without complying with the procedures above. Illegal acts may be subject to prosecution.

Notwithstanding the foregoing provisions, any person may, without prior notice or warning, be immediately removed from the Canton Public Library at the discretion of the Library Director or the Library Director's authorized designee.

Library privileges may be reinstated by arranging a personal appointment with the Library Director:

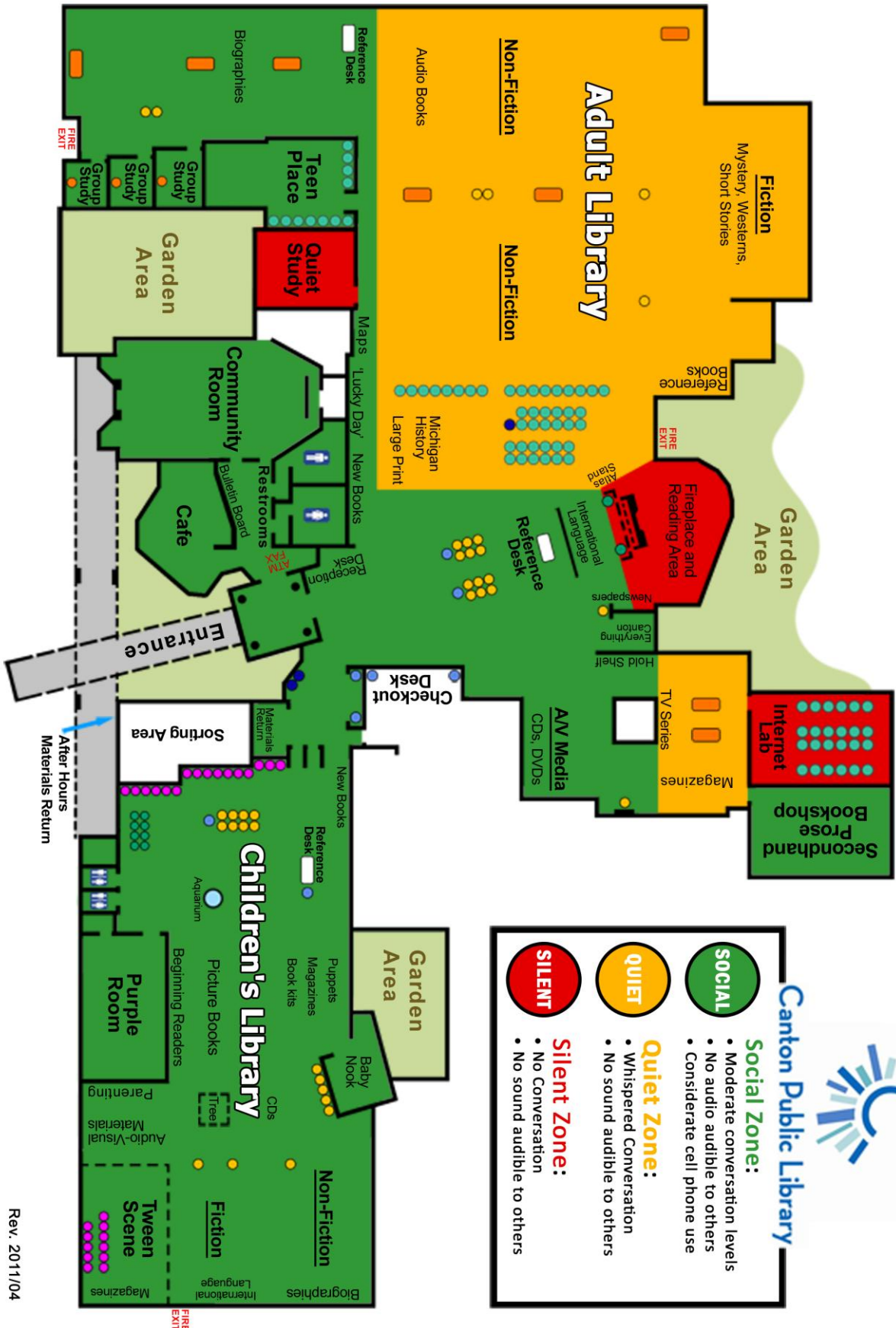
Eva Davis (734) 397-0999

Appeals may also be made in writing to the Library Board of Trustees. Any person may appeal the Library Director's decision by sending an appeal in writing to the Chairman of the Library Board within 10 business days.

The decision of the Library Board is final.

Canton Public Library Board of Trustees
1200 S. Canton Center Rd.
Canton, MI 48188
www.cantonpl.org

Adopted by Library Board: March 24, 2011
Motion No: 11/3-24-3



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Canton Public Library