

Policy Manual

PUBLIC POLICIES

Policy P11: Rules of Conduct

The purpose of this policy is to protect the right of the public to orderly, peaceful and productive access to Library facilities and services, to insure the safety of patrons and staff, and to protect library resources and facilities. All patrons are expected to follow these Rules of Conduct in order to provide a safe and pleasant environment for Library patrons and staff. Failure to conform to the Rules of Conduct may result in a suspension of Library use for a specified period of time up to a permanent revocation of the right to enter and use the Library (MCL 397.206).

1. Patrons shall engage in activities associated with the use of a public library. Patrons not reading, studying, attending a library program or using library materials or facilities as intended may be required to leave the premises.
2. Patrons shall respect the rights of other patrons. Any conduct that interferes with normal Library operations or library staff is prohibited.
3. Library staff members may ask a patron to provide identification, name, address, phone number and name of parent or guardian, at any time.
4. Patrons are expected to speak in a conversational tone of voice appropriate for the area in which they are speaking.
5. Library visitors must leave the building upon closing. Children who are still at the Library at closing time will be turned over to the Novi Police Department (See Policy P10(F)).
6. Campaigning, petitioning, leafleting, interviewing, survey-taking, soliciting or sales conducted on the Library grounds must be approved in advance by the Library Director.
7. Patrons shall not be under the influence of alcohol or drugs.
8. Patrons shall not engage in any illegal activities while at the Library.
9. Patrons shall not damage, mar or deface Library materials or damage Library furnishings, walls, machines, or other library property.
10. Patrons shall wear appropriate clothing. Footwear is required. Bathing suits and similar attire is not permitted. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons may be required to leave the library.
11. Skate boarding, roller blading, roller skating and the use of similar rolling footwear is not permitted at the Library.
12. Patrons shall not bring pets or animals into the Library building other than service animals. Animals may not be left unattended on Library grounds.

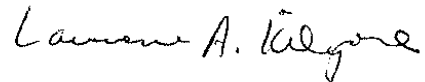
13. Patrons shall be responsible for any fines, fees, or other charges due in accordance with the library's standard schedules. Failure to pay these fines may result in the suspension of borrowing privileges.
14. Any materials borrowed from the Library must be checked out on a valid library card or through other standard library procedures. Patrons who loan their library cards or access codes to others are responsible for all charges, fines and fees that may result from that use.
15. Computers located in the Youth Area are for children and adults who are accompanying a child.
16. In the interest of safety, patrons are asked to abide by one person per chair and one person per computer except in designated areas. Tables are designed to accommodate a limited number of people.
17. Phone usage is permitted in designated areas only (see policy B5).
18. Any child under the age of 10 years must be accompanied by an adult who directly supervises the child while at the Library.
19. Patrons are responsible for picking up after themselves and properly discarding their trash.
20. The youth area of the Library is for use by children and families. Adults who are not accompanied by a child may be asked to leave the youth area if they do not have an apparent and legitimate purpose for being there.
21. The café seating area is reserved for café customers.
22. Food and Drink are allowed in designated areas of the Library, but Library visitors are expected to use care when eating or drinking. Closed containers for liquids are required. Visitors are expected to properly dispose of waste and restore the area where they had refreshments to the condition in which it was found.
23. All photography of Library facilities and programs must be approved by the Administration in advance. Taking pictures of library staff or patrons without their knowledge and consent is prohibited.
24. Weapons of any kind are prohibited on Library property unless the carrier is a law enforcement officer or has a valid permit to carry a concealed weapon.
25. Bicycles cannot be brought into the building. They must be secured to the bike rack that is provided.
26. Strollers cannot be parked where they are blocking an entrance or exit or obstruct driveways, book boxes, door opening equipment or sidewalks.
27. Use of electronic devices should not interfere with the use of the Library by other visitors or the duties of the Library staff. The use of headphones to listen to audio equipment is required.
28. Patrons are not permitted to use the Library's phone system. Staff may not make calls for Library Patrons except in case of an accident, emergency or child needing to contact a parent.
29. Library materials are not allowed in the restrooms.
30. Climbing on tables, shelving, or other library furnishings is prohibited.

The Library staff will keep an incident log with Patrons who violate one or more of these rules. Patrons who violate these rules of conduct may be asked to leave the Library. Repeat offenders may have their library cards revoked and they may be barred from the use of and access to the Library either temporarily or permanently at the discretion of the Library Director. Police assistance may be requested at the discretion of Administration.

A patron whose library privileges have been revoked or suspended may appeal the decision to the Library Board by sending a written letter of appeal. The appeal will be presented to the Library Board at their next regularly scheduled meeting and the person (or their parent or guardian, if applicable) filing the appeal will be eligible to attend and to speak at the meeting.

Approved: June 17, 2009; Amended: May 15, 2010

Signed:

A handwritten signature in cursive script that reads "Lawrence A. Kilgore".

Lawrence A. Kilgore
President
Novi Public Library Board of Trustees