



Policy: Rules of Behavior

The purpose of this policy is to protect the public's right to access library facilities and services, to insure the safety of patrons and staff, and to protect library resources and facilities.

Under the authority of Michigan Statute MCL 397.206, the Novi Public Library Board of Directors may exclude from the use of the Library any and all persons who shall willfully violate the following reasonable rules and regulations. In this document, withholding of library privileges is defined as meaning that an individual may not enter or use the Library. The Library Board authorizes the Library Director to institute the necessary proceedings for enforcement; the Director is further authorized to propose additional Rules of Behavior to the Board as needed.

On the premises of Novi Public Library, the violation of any federal or state law or local ordinance will also be regarded as a violation of Library rules.

1. Patrons shall engage in activities associated with the use of the public library. Patrons not reading, studying, attending a library program or using library materials or facilities as intended may be required to leave the building.
2. Patrons shall respect the rights of other patrons. Patrons shall not interfere with the use of the library by other patrons or interfere with library employees' performance of their duties. Patrons shall not harass or annoy others through noisy or boisterous activities by staring at another person with the intent to annoy that person, by playing audio equipment so that others can hear it, by singing or talking loudly to others or in monologues, or by displaying print or nonprint materials of an offensive nature to others, or by behaving in a manner that can reasonably be expected to disturb others.
3. Patrons shall not consume food or beverages, smoke or use tobacco or tobacco products in the library.
4. Patrons shall not be under the influence of alcohol or drugs.

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5. Patrons shall not engage in any illegal activities while in the library building.
6. Patrons shall not deface or mar library materials including books, magazines, newspapers, computers, compact discs, videocassettes, computer software, nor other items of the library. Nor shall they deface, mar or in any way damage library furnishings, walls, machines, or other library property.
7. Patrons shall wear appropriate body coverings upon entering the building including but not limited to shirts and shoes. Roller blades are not permitted. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other patrons may be required to leave the library.
8. Patrons shall not bring pets or animals in to the library, other than service animals.
9. 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.
10. Any materials removed from the library, must be checked out on a valid library card or through other standard library procedures such as interlibrary loan.
11. Any patron not abiding by these or other rules and regulations of the library may be required to leave the library premises and may forfeit their library privileges for a time to be determined. Library employees will contact the Novi Police if deemed advisable.
12. Any patron who violates these rules and regulations may be denied the privilege of access to the library by the Library Director. A patron whose privileges have been denied may have the decision reviewed by the Library Board.

Effective: June 17, 2009

A handwritten signature in black ink that reads "Laura M. Casey". The signature is written in a cursive, flowing style.

Signed:
Laura M. Casey
President
Novi Public Library Board of Trustees