

Patron Rules & Responsibilities

Adopted: 4/13/99

Revised: 11/17/17

The Spring Lake District Library supports the right of all individuals to use the library without discrimination and with the safety and peace of all people in mind. To properly maintain a clean, safe and comfortable environment for all library users, protect the privacy of our patrons and employees, and ensure proper use of all library materials and services, the Library Board has adopted the following rules and responsibilities. The Spring Lake District Library staff is charged with seeing that these rules and responsibilities are properly enforced so that the facility can be used to the fullest by all persons. Patrons who violate these rules and responsibilities may be asked to leave the Library for the remainder of the day on which the incident occurs as well as being penalized as listed in the Sanctions for Violations of Patron Rules and Responsibilities. Patrons who violate these rules and responsibilities are subject to suspension of Library privileges (including exclusion from Library premises) for a period of time pursuant to the attached Sanctions for Violations of Patron Rules and Responsibilities. In addition, patrons will not violate the Library's Internet and Computer Policy, any Village of Spring Lake ordinances or state or federal law (including U.S. copyright law) or regulations in the Library or on Library property. Restitution for damages to library property may be required.

- 1) Therefore, the following rules have been established:
 - a) Solicitation of any kind on Library property is prohibited; provided however, that soliciting petition signatures is permitted in accordance with the Policy on Circulating Petitions.
 - b) No loitering is allowed on Library property.
 - c) No smoking or use of electronic cigarettes is allowed on Library property.
 - d) Eating shall be allowed in designated areas.
 - e) Drinks are allowed in the Library only in covered containers. Drinks containing red dye or alcohol are prohibited. Drinks are prohibited in the Technology Lab and at the Youth Services computers.
 - f) Proper attire shall be worn at all times. No one will be permitted to enter or remain in the Library without wearing a shirt and shoes (or other footwear), and other proper attire.
 - g) Patrons with extremely poor hygiene which interferes with other patrons' use of the facility will be asked to leave the Library.
 - h) Sleeping for extended periods of time (defined as more than 10 minutes) is prohibited.
 - i) Patrons shall honor the Library's published open hours and respond promptly to public announcements at closing time. No one shall remain in the building or use Library equipment beyond the official closing time except pre-approved program activities.
 - j) Patrons must exit the building during fire alarms, and must relocate to a designated safe area upon instruction by the staff during severe weather.
 - k) Patrons shall restrict use of public telephones to brief or urgent local calls of no more than five minutes.
 - l) Cellular phones and other electronic devices shall be used in a manner that does not interfere with other patrons' use of the facility. Conversations of more than brief duration (1 or 2 minutes in length) shall be restricted to the study rooms and outer lobby area of the Library.
 - m) Study Rooms may be used for up to two hours by one party. No more than three people are allowed in the Study Rooms at one time. No more than four people are allowed in the Teen Corner at one time unless special permission is given by the person in charge.
 - n) Personal electronic devices shall not be used unless the sound is turned off or headphones are used.
 - o) Patrons will be expected to comply with Library Computer use procedures.
 - p) Computer users may not circumvent Library software for the purpose of evading library time restrictions for computer use.
 - q) Signing another computer user in with your library card is not allowed.
 - r) Parents or responsible persons are expected to adequately supervise minor children.
 - s) No skateboards or rollerblades may be used on the premises.
 - t) Personal items may not be left unattended on library grounds.
 - u) Materials stored in service desks or on staff PCs may be accessed by staff only; opening and/or searching drawers and cupboards at service desks is not allowed.
 - v) No animals are allowed in the library except documented service animals accompanied by individuals with a disability or who indicate the documented service animal provides a specific service to them, or animals participating in library-sponsored programs.
 - w) Patrons shall not be permitted in any areas designated as "staff only" or in the basement unless otherwise permitted by the Library Director.
 - x) Library phones and staff computers are for staff use only.
 - y) No person may use or set up a table, stand, sign or similar structure on Library property. This does not apply to Library-sponsored or co-sponsored events.
 - z) Misuse of restrooms, including laundering, shaving, hair cutting or trimming, bathing and sexual activity is prohibited.
- 2) The following actions will not be tolerated:
 - a) Willfully annoying another person or endangering the safety of other persons on the premises or interfering with the ability of persons to use the library in a safe and non-threatening environment.
 - b) Misusing or damaging library property resulting in repairs, replacement costs or cleaning costs of less than \$100.
 - c) Exhibiting loud, boisterous conduct or creating a public disturbance.
 - d) Being in a state of intoxication.
 - e) Use of profane, obscene or injurious language.
 - f) Attempting to make configuration changes or software modifications.
 - g) Accessing or viewing by minors of sexually explicit material harmful to minors.
 - h) Purposely displaying or directing sexually explicit material harmful to minors to a minor.
 - i) Any other violation of the Library's Computer and Internet Policy not otherwise identified in 1), 2), or 3).
 - j) 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/or (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.
 - k) 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.
 - l) Any violation of the law or library policy not otherwise identified in 1), 2), or 3).
- 3) Immediate suspension from Library property will result from any of the following actions:
 - a) Improper removal of, damage to, and/or alteration/defacing of Library or other patrons' materials or equipment.
 - b) Misusing or damaging library property resulting in repairs, replacement costs or cleaning costs of \$100 or more.
 - c) Hacking or attempting to hack.
 - d) Viewing obscene material or child pornography.
 - e) Any criminal offense.

Pursuant to the attached Sanctions for Violations of Patron Rules and Responsibilities, a log of infractions, noting action taken, will be kept for each person. Each type of infraction will be tracked separately. Category 1 and 2 infractions will be expunged after 5 years.

Warnings issued in the thirty days prior to the adoption of this policy by the Library Board will be considered the first warning for purposes of this policy.

Appeals to any sanctions for Violations of Patron Rules and Responsibilities may be made in writing within three days to the Library Director (or a designated representative) whose decision shall be final. Appeals must include the name, date, and time of the violation and the basis for the appeal. The Library Director (or designated representative) shall promptly decide the appeal within 3 open days, and notify the patron of the decision.