

# MacDonald Public Library Patron Code of Conduct

*Adopted: September 2023*

*Next scheduled review: September 2026*

## Purpose

The MacDonald Public Library strives to ensure that all visitors feel welcomed and safe while visiting the Library. We aim to provide equitable access to our spaces and resources. To aid in our ability to provide a welcoming and helpful environment, this policy outlines behavior expectations for all visitors. The Board of Trustees of the MacDonald Public Library (MPL) has adopted this policy regarding behavior in the public sectors of the Library defining those as physical and virtual spaces where the Library provides services, programming, or events.

Library policies and procedures shall seek to make Library property and/or services available to everyone on a safe and equitable basis, to allow staff members to conduct Library business, and to safeguard the Library's property. The Library staff will offer a library environment that welcomes all, physically and virtually, to utilize the MPL and to participate in its events and programming. The MPL will support, assist, and refer patrons to the extent possible when conflicts occur regarding a person's ability to comply with these rules of behavior. The MPL realizes that it is not in the community's interest to revoke library privileges as a default unless a person poses a material threat to themselves or to others.

## Guidelines

The Library expects that all visitors, including staff, will behave in a manner appropriate to the library setting and will respect the comfort and safety of other visitors, as well as the wellbeing of the Library and its property. When applicable, behavior prohibited by New Baltimore Charter and Ordinances, as well as Federal or State Law, is prohibited on the premises of the MacDonald Public Library.

To ensure the comfort and safety of our visitors, the following behaviors are not permitted in the Library's public sectors:

- Harassing or disturbing others.
- The consumption or possession of alcoholic beverages.
- The use of tobacco, tobacco products, and/or other burnable products; this includes smoking, chewing, rolling or displaying tobacco, electronic cigarettes, personal vaporizers, or other electronic delivery systems.
- Interfering with the use of the Library by other patrons or with Library employee's performance of their duties.
- Stealing and/or damaging Library property.
- Failing to wear appropriate clothing including shirt and shoes, or other footwear, at all times.
- Bringing pets or animals into the building; excludes trained service animals used to assist persons with disabilities.
- Campaigning, petitioning, interviewing, survey-taking, soliciting, and sales; these activities cannot impede access to library entrances when occurring outside of buildings.
- Gambling on Library property.

- Bringing any weapons onto the Library's premises, except for concealed weapons that are exempt from licensure under Michigan law or lawfully licensed and carried in compliance with Act 372 of 1927, as amended.

Those who violate the above rules may be subject to the withholding of library privileges. Depending on the severity of violation, staff may provide a warning, along with a copy of this policy, to the visitor to adjust their behavior if they want to continue using the library. In general, those who violate the above rules may be subject to the withholding of library privileges as follows:

1. First offense: asked to leave for the day;
2. Second offense: Library privileges revoked for one week;
3. Third offense: Library privileges revoked for one month;
4. Subsequent offense(s): Library privileges revokes for one year.

Notwithstanding the foregoing provisions, any person may, without prior notice or warning, be immediately removed or banned from the MacDonald Public Library, in accordance with Local, State, or Federal Law, if their presence or conduct on the premises poses an immediate and imminent danger to any person or property. In the event that a person's library privileges are revoked, they will be provided with a written notice stating the date when they may return to the building. Staff members involved will write an incident report regarding the matter by the end of the day on which the incident occurred. This report will be forwarded to the Library Director and kept on file for at least one year.

Persons whose Library privileges are withheld for more than 30 days pursuant to the above rules may appeal to the Library Board of Trustees by appearing in person during the Public Comments portion of the agenda at a special or regularly-scheduled Board meeting. The Board may choose to call a special meeting to address an appeal request. This appearance must be within sixty (60) days after the Library's notice of withholding of privileges. Such persons' suspension from Library premises shall be rescinded for the limited purpose of attending any Board meeting at which they appear to appeal. The Board of Trustees may extend the usual and customary time limit afforded to an individual for public comment to grant a person making an appeal sufficient time to address the Board. The Board shall hear the appeal, and respond in writing within 14 days. An appeal may also be made in writing within 14 days of the Library's notice of withholding of privileges. A written appeal should be sent to the President of the Library Board. The decision of the Library Board is final.