

COOPERSVILLE AREA DISTRICT LIBRARY

Number: 404
Section: Public Policies and Procedures
Subject: Rules of Conduct Policy
Adopted: Board Approved; 9-12-07, (Revised 9/2/09 to reflect name change)

404-Rules of Conduct Policy

To assure that patrons of all ages find using the library a positive experience, it is necessary for basic rules of courtesy and responsibility to be followed. Coopersville Area District Library (CADL) expects patrons to cooperate in the following guidelines:

1. Respect the Rights and Privacy of Others by:

- Supervising children who are in your care
- Avoiding behavior which disrupts others, either library users or staff
- Avoiding the deliberate attempt to view material(s) being used or viewed by other library users
- Being sensitive to others' values and beliefs when accessing potentially offensive information and images
- Cooperating with library staff who interpret and apply the rules
- Avoiding the use of cellular phones except in the lobby area

2. Respect Library Materials by:

- Keeping materials clean, and free of damage
- Using audio-visual materials only on equipment in good operating condition
- Returning all borrowed materials by the due date
- Paying fees for late and/or damaged materials

3. Respect Library Facilities, Furnishing, Equipment and Grounds by:

- Keeping public areas clean and orderly
- Using furnishings and equipment according to the intended design
- Parking bicycles in the bicycle rack

4. The Following Conduct is specifically prohibited in the Library and on Library Grounds

- Internet access to material which is obscene or child pornography (as defined in federal or state laws. *Review CADL's "Internet and Computer Use Policies" for further details.*
- Defacing, marking or damaging library property, equipment, buildings or grounds
- Eating in the Library unless authorized for a library event. Covered beverages are permitted.
- Consumption of alcohol on Library premises unless authorized for a library event.

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- Verbally or physically threatening others through any activity
- Staring, photographing, following, stalking, or harassing library users or staff so that it interferes with the use of the Library by other patrons or Library employees as they perform their duties
- Fighting or challenging to fight, running, pushing or shoving
- Throwing objects of any kind
- Using obscene or profane language
- Creating loud, unreasonable, or disruptive noises, such as loud talking, screaming or banging on computer keyboards that interferes with other patron's use of the Library or that can be reasonably expected to disturb other persons
- Laying down or sleeping
- Loitering, defined as remaining in the library without reading, studying, using library materials, or attending library programs.
- Possessing or being under the influence of alcohol or illegal drugs
- Using skateboards, scooters, rollerblades, or skate shoes in the Library or on Library property (Storage of bicycles and scooters is limited to bike rack.)
- Visiting the Library without shirt or shoes
- Having offensive body odor due to poor personal hygiene or heavy perfume that causes a nuisance or interferes with other patron's use of the library
- Neglecting to provide proper supervision of children
- Solicitation of donations, the selling of items or services of any kind except as approved by Library Director
- Using tobacco products in the building
- Possessing weapons of any type. Exception: law enforcement
- Engaging in indecent exposure, sexual acts or behavior or any act of sexual misconduct
- Failing to provide proper identification consisting of name, address, and phone number upon request by staff when dealing with a policy violation
- Bringing animals or pets into the Library, except service animals to assist disabled patrons or animals brought into the library for programming purposes
- Committing or attempting to commit an act in violation of federal, state, or local law, ordinance or regulation

Disciplinary Process:

For violations against the Coopersville Area District Library's *404-Rules of Conduct Policy*, the Library Director or the Director's designee may restrict access to library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to the attached *400-Violations Policy*. If necessary, the local police may be called to intervene.

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