

Dexter District Library

Rules of Behavior

The Dexter District Library is open for specific and designated uses, including reading, studying, writing, participating in scheduled library programs, and using library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board of Trustees has adopted this Patron Rules of Behavior Policy. The purpose of the Policy is to assist the Dexter District Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

The following rules of conduct shall apply to all buildings – interior and exterior – and all grounds controlled and operated by the Dexter District Library and to all persons entering in or on the premises.

Section 1 – Rules for a Safe Environment

On the Library premises, no person shall:

1. Commit an assault, or an assault and battery upon any person.
2. Engage in any fight or challenge to fight, pushing, or shoving.
3. Commit the offense of larceny by taking property not his/her own.
4. Knowingly destroy, deface, damage or remove any property not his/her own.
5. Engage in any indecent exposure, sexual acts, sexual or obscene conduct.
6. Use, give away or sell any controlled substance or unauthorized prescription drug.
7. Engage in any act or possession of child pornography.
8. Solicit or accost any other person for the purpose of inducing participation in an act of prostitution.
9. Commit or attempt to commit an activity in violation of federal, state, or local law, ordinance or regulation.

Section 2 – Rules of Personal Conduct

In accordance with the Dexter District Library's rules, no person on Library premises shall:

1. Be intoxicated in a manner that causes a public disturbance or endangers the safety of him/herself, other person or property.
2. Be present if their ability to walk, talk or see is significantly impaired by the use of any intoxicants or controlled substance as defined by Public Act 368 of 1978 as amended. This rule shall not be construed to apply to a person whose faculties have been impaired by medication prescribed by a physician and taken as directed.
3. Remain in the building after its regular closing hours after being told to leave by a staff member.
4. Persist in disturbing the public peace and quiet by loud or aggressive conduct that interferes with other patron's use of the Library or that can be reasonably expected to disturb other persons.
5. Engage in staring, following, stalking, harassing, or threatening library users or staff while in the Library or on Library property so that it interferes with Library patrons' use of the Library or the ability of the staff person to do his or her job. "Harass" is defined as any repeated verbal or non-verbal conduct which is specifically intended to frighten, embarrass, or anger the person or persons who are the object of such conduct.
6. Carrying or possessing guns, pistols, firearms or other weapons (including but not limited to explosives, knives, clubs or razors) is prohibited, except where (1) specifically permitted by law and/or (2) exempt from local regulation by law.
7. Be engaged in activities not associated with the use of the Library while in the building. Patrons not engaged in reading, studying or using library materials or facilities shall be required to leave the building.
8. Converse and create other sounds that interfere with other patron's use of the Library or that can be reasonably expected to disturb other persons. Seating may be limited to 3 people per table if the congregation of a group becomes a disturbance. This rule does not prohibit quiet conversation between persons and/or staff members or conversations required to carry on library programs or business. It is designed to preserve a reasonably quiet atmosphere where library people may study and otherwise use library materials without disturbance.
9. Refuse to wear shirt and shoes at any time in the Library.
10. Consume and/or possess alcoholic beverages on library premises.
11. Smoke, including traditional tobacco products or synthetic alternatives (e.g. e-cigarettes) or use smokeless tobacco products (such as chewing tobacco) on all library property.

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12. Bring food inside the Library or violate the beverage policy. Beverages are allowed if they are in spill-proof containers.

- a) Beverages must be in secure, covered containers
- b) Open containers are not permitted.
- c) Drinks are not allowed at the computer workstations

13. Use bicycles, roller-skates, in-line skates and skateboards within the library building and upon library grounds is prohibited. Bicycles may not be brought into the library building.

14. Bring animals onto library property except those animals assisting people with disabilities and those associated with authorized Library programming.

15. Campaign, petition, interview, conduct surveys, solicit or conduct sales in the Library Building. Such activities may occur on public sidewalks adjacent to the Library property.

16. Gamble on library property.

17. Use Library property to create professional or amateur media productions (e.g. photo shoots, film, television, or live streaming) without prior written permission from the Director.

18. Sleep in the Library for an extended period of time, defined as more than 20 minutes.

19. Enter library offices and other non-public areas, unless accompanied by a library staff member or through prior arrangement with the Director or the Director's designee.

20. Damage or deface public property or improperly or dangerously use, damage or remove library materials and equipment. This includes but is not limited to placing a person's feet on Library furniture.

21. Use obscenity or threatening language.

22. Maintain offensive body odor due to poor personal hygiene, overpowering perfume, or cologne that causes a nuisance.

23. 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.

24. Violate the Supervision and Behavior of Children in the Library Policy.

Section 3 – Disciplinary Process

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 this Policy. If necessary, the local police may be called to intervene.

A. Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

B. Violations of the Policy –Suspension of Privileges.

1. General Violations. Unless otherwise provided in this Policy in Subsection 2 below, the Library shall handle violations as follows:

a. Initial Violations: Library users observed violating this policy will be asked to cease the violation with a verbal warning. If the patron does not comply with the request, they will be asked to leave the building for the day. If they refuse, police may be called.

b. Subsequent Violations: The Director or the Director's authorized designee may further limit or revoke the patron's library privileges in escalating responses if the infraction continues. Such limitation or revocation shall be in writing specifying the nature of the violation. Any future violation of this same rule shall result in a minimum one month suspension of library privileges. Subsequent violations of the same rule will result in additional suspensions of increasing length up to and including one year.

2. Violations that Affect Safety and Security: Violations involving the rules set forth in Section 1 of this policy or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

a. Initial Violation: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum one-month suspension of library privileges. The initial suspension may be longer if the Library Director determines that the patron significantly threatens the safety and security of staff and/or patrons. The Incident Report shall specify the nature of the violation.

b. Subsequent Violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or revoke the patron's library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length up to and including one year.

C. Reinstatement

The patron whose privileges have been limited or revoked shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated.

Depending on the nature of the infraction, ongoing restrictions may be imposed, including, but not limited to:

- A patron may be required to notify staff upon arrival at and departure from the Library premises
- A patron may be prohibited from bringing his/her cell into the Library
- A patron may be allowed entry into the Library only during specified hours
- A patron may be subject to computer restrictions
- A patron may be restricted to using specific computer workstations

D. Right of Appeal

Patrons may appeal a decision in writing to the Library Director within 10 working days of the date of the suspension by sending a letter stating why library privileges should be restored.

The Library Director or a designee will respond to the appeal in writing within 10 working days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days. The decision of the Library Board is final.