

# CODE OF CONDUCT

The purpose of the Library's Rules of Behavior in the public sector is to protect the rights of individuals who are in the library to use library materials and/or services, to protect the rights of staff members to conduct library business without interference, and to preserve library materials and facilities.

According to Michigan Statutes, the District Library Board may exclude from the use of the Library any and all persons who shall willfully violate such reasonable rules and regulations as the District Library Board may adopt (MCL 397.206) Such exclusion from this library shall occur on the orders of the director or director designee. In this document, withholding of library privileges' is defined as meaning that an individual may not enter or use the library.

The Harrison District Library hereby adopts the Rules of Behavior attached to this declaration of policy, and directs the Library Director to institute the necessary proceedings for enforcement. The Library Director is further authorized to propose additional Rules of Behavior to the Board as the need may arise.

It is the policy of the Harrison District Library:

1. To require that patrons wear shirts and shoes, or other footwear, at all times in the library for hygiene and safety purposes. Exceptions to this rule may be made for patrons under the age of 3 years old.
2. To prohibit the disturbance of other library patrons and staff, or interfere with other library patrons' or staffs use of the facilities through the use of profanity, vulgar language/behavior, and or extremely poor personal hygiene.
3. To prohibit all campaigning, petitioning, interviewing, survey taking, soliciting, sales or other speech or conduct, which results in the disruption of normal library activities.
4. To prohibit any carry in food or beverages.
5. To prohibit sleeping in the library for an extended period of time so that library materials and services are accessible to everyone.

Violation of Code of Conduct are subject to suspension of library privileges.

➤ **Level 1 VIOLATION**

- ONE verbal warning if behavior continues, library staff will ask the patron to leave for the day.
- Level 1 suspension will be documented in the security log

**Subsequent Violations:** The Director, Assistant Director or authorized designee, may further limit or suspend 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.

*The Harrison District Library reserves the right to issue an Order of Trespass for one year without prior violation(s) depending on the circumstances.*

**Appeal Process:**

An appeal for an Order of Trespass can be submitted to the Board of Trustees in writing within 14 days of the violation. The appeal will be presented to the Board of Trustees at their next regularly scheduled meeting.

**The decision of the HDL Library Board of Trustees is final.**