

## **CONDUCT OF LIBRARY USERS POLICY**

**No. 301**

The Grand Ledge Area District Library is open to all with the understanding that library patrons help the Library maintain an atmosphere conducive to research and study. In order to protect the public's right of access to library facilities, to insure the safety of patrons and staff, and to protect library resources and facilities, the library may impose restrictions on the time, place, or manner of library use. Patrons not reading, studying, or using library materials may be required to leave the building. No patron shall remain in the building after the regular closing time or after being asked to leave by a staff member.

The violation of any federal, state, or local law will also be regarded as a violation of Library policy. Patrons shall not engage in any illegal activity while in the library building or on library property. The library neither grants nor denies permission to publish or otherwise distribute material. The user is responsible for seeking permission to use copyrighted material.

Patrons shall respect the rights of other patrons. Patrons shall not behave in a manner that can be reasonably expected to disturb others. Some examples of such inappropriate behavior are engaging in noisy or boisterous activities; using offensive language; playing audio equipment so that others can hear it; by singing or talking loudly to others, or in monologues; by displaying print or non-print materials of an offensive nature to others. Patrons are prohibited from putting their feet on library furniture or sitting on the tables. Seating may be limited to no more than four people per table or two people per computer workstation if the congregation of a group becomes a disturbance or blocks access to other patrons.

Patrons who ordinarily are under the direct supervision of another person are not to be left unattended at the library. Any such patron who is at the library at the time of closing will be left in the custody of the police after reasonable efforts have been made by the staff to locate the person responsible for the supervision of the unattended patron.

Patrons shall not consume food in the library. Exceptions are made for library programs or when the 1931 Room has been reserved. Beverages are permitted in spill-proof containers in the library, but not by public workstations. Official documentation may be requested if a patron requires foods or beverages for medical reasons. Smoking or the use of tobacco products in the library or within 25 feet of the perimeter of the library is prohibited.

Cell phones, pagers, and other communication devices are to be set to quiet, vibrate, or turned off upon entering the library. Cell phones, pagers, and other communication devices may be used in the vestibule.

Patrons shall 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.

The use of roller blades, roller skates, or skateboards is prohibited on library property. A bicycle rack is conveniently located. Bicycles may not be parked in such a manner that they obstruct patrons entering or exiting the Library.

Animals are banned from the library except for leader dogs for the blind, future leader dogs for the blind, dogs for the hearing impaired, or other animals used to assist the handicapped. Animals assisting the handicapped must be restrained. Any person claiming an animal, other than the above, is needed for assistance may be asked to produce documentation on official letter head stationery. Certain library programs may include the use of animals.

The Library reserves the right to establish and implement policies and procedures as needed, including, but not limited to: user registration; scheduling and regulating usage of audio, video, and computer equipment; scheduling and collecting fees for public use of meeting rooms; regulating usage of any other specialized equipment and/or services provided by the Library and made available to the public.

The library is not responsible for personal property brought to or used at the Library. The use of Library facilities and equipment is reserved for library services and materials. The Library does not permit anyone to destroy, alter, dismantle or disfigure any data, information technologies, properties, or facilities.

The Library provides remote users access to online resources. In order to use these resources, users must agree to respect the privacy of other users; to respect the legal protection provided by copyright and license to programs and data; and to respect the integrity of computing systems, for example, users shall not intentionally develop programs that annoy other users, breach the security of a computer or computing system, or damage or alter the software components of a computer or network.

Notwithstanding the foregoing provisions, any person may, without prior notice or warning, be immediately removed from the Grand Ledge Area District Library if his or her presence or conduct on the premises poses an immediate and imminent danger to any person or property.

**Severability:**

The unenforceability of any provision of this policy shall not affect the enforceability of any of the remaining provisions of the policy. In the event that any provision of this policy is found to be invalid or unenforceable in any manner, that provision shall be deemed amended in as minimal a manner as possible so as to make the provision valid and enforceable.

Approved: March 8, 2000

Amended: March 12, 2008, April 8, 2009, September 25, 2013, June 28, 2017, January 22, 2019