

Policy 4.1: Safety and Personal Behavior

The Iosco-Arenac District Library system is supported by the taxpayers of Iosco and Arenac Counties, and the state of Michigan, who expect our facilities to be clean, comfortable, and safe places for selecting materials, reading, researching, studying, writing, and attending library or community sponsored programs and meetings. To that end, this policy, which includes the Rules of Conduct listed below, shall apply to all buildings and all branches – interior and exterior – and all grounds controlled and operated by the Library and to all persons entering in or on the premises, unless otherwise specified; and shall be posted in conspicuous locations in all library buildings.

Policy 4.1.1: Violations of the Law

Committing or attempting to commit an act in violation of federal, state, or local law, ordinance, or regulation (including but not limited to assault, indecent exposure, larceny, removing Library material from Library Property without authorization through the approved lending procedures, vandalism, or copyright infringement) is prohibited.

Policy 4.1.2: Weapons

Carrying guns, pistols or other weapons, except as specifically permitted and exempt from local regulation by law, is prohibited.

Policy 4.1.3: Drugs, Alcohol, Marijuana, and Smoking

Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; Alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library, and within compliance of state and local laws.

Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.

Smoking, using e-cigarettes, vaping, or chewing tobacco is prohibited on Library property. Using, smoking, or possessing marijuana on Library property is also prohibited.

Policy 4.1.4: Animals

Animals are not permitted in the Library other than therapy animals and service animals (as defined by law, See [Appendix F](#)) for those individuals with disabilities, those used in law enforcement, or for Library programming.

Patrons are legally responsible for the behavior of their service and therapy animals. Per state law, animals will be asked to leave if the animal is out of control and causes a significant disturbance, or if the animal is not housebroken, has an accident, or otherwise damages or soils library property.

Animals may not be left unattended or off-leash on Library Property.

Policy 4.1.5: Personal Property

Personal property brought into the Library is subject to the following:

- A. The Library is not responsible for personal belongings left unattended.
- B. The Library does not guarantee storage for personal property.

- C. Personal possessions must not be left unattended or take up seating or space if needed by others.

The branch manager or designee may make exceptions and accommodations for patrons.

Policy 4.1.6: Staff-Only Areas

Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Manager, designee or accompanied by a staff member.

Policy 4.1.7: Interference With Staff

Patrons may not 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 extended period of time on non-library related topics, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.

Policy 4.1.8: Unauthorized Use

Patrons must leave the Library at closing time and may not use the Library after closing time unless authorized by the branch manager or her designee. The Library does not permit overnight parking in the Library’s parking lot. Furthermore, any patron whose privileges to use the Library have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the District Director, her designee, or the Library Board.

Policy 4.1.9: Considerate Use

Behaviors that disrupt the library use of other individuals or in any way endanger staff or other patrons are prohibited. Such behaviors include but are not limited to:

- A. Spitting;
- B. Running, pushing, shoving, throwing items, provoking a fight, or other unsafe physical behavior;
- C. Climbing furniture;
- D. Using obscene or threatening language or gestures.
- E. Engaging in sexual behavior (1) that is a violation of the law, (2) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property, or (3) that interferes with the Library patrons’ use of the Library or the ability of the staff person to do his or her job.

Policy 4.1.10: Noise

Producing or allowing any loud, unreasonable, or disturbing noises in designated “quiet areas” of the library (1) that interfere with other patrons’ use of the Library, (2) which can be reasonably expected to disturb other persons or (3) have the intent of annoying other persons. This includes but is not limited to yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Patrons may use headphones or earbuds but at a volume that cannot be heard by other Library patrons or staff.

Youth areas are not designated as quiet areas and may have more noise. Adults may read aloud to children in the Youth areas, provided that they are reading in a voice that would not reasonably disturb others.

Policy 4.1.11: Odor

Offensive odor, including but not limited to odor due to poor hygiene, overpowering perfume or cologne, or odors from items brought into the Library, that causes a nuisance is prohibited. For example, if the patron's odor interferes with staff or other patrons' use of the Library, the patron violates this Policy.

Policy 4.1.12: Bodily Fluids and Waste

Patrons may not be in the library with bodily fluids and/or waste on themselves, their clothes or their belongings. Patrons must also not allow bodily fluids or waste to spill onto others or otherwise come in contact with furniture or other surfaces in the Library where patrons or staff could be exposed.

Policy 4.1.13: Food and Drink

Eating or drinking may occur only in designated areas of any branch of the Iosco-Arenac District Library.

There is no eating or drinking at computer.

Policy 4.1.14: Restrooms

Misuse of restrooms, including but not limited to any of the following activities:

- Laundering or changing clothes
- Sleeping
- Excessive personal grooming, such as shaving, hair cutting or trimming, bathing, shampooing or brushing teeth
- Sexual activity
- Entering the restrooms when the "Do Not Enter" sign is posted.
- Entering the restrooms with library material or any item that the Library staff have asked that you not take into the restroom.
- Causing any damage to the restroom including but not limited to graffiti, vandalism, or other malicious behavior, such as clogging toilets or drains.
- Intentionally or deliberately failing to flush the toilet, resulting in Library staff intervention, is prohibited.

Unless a parent or guardian is assisting a child or a patron is assisting a person with a disability, there shall only be one person to a stall.

Library materials may not be taken into restrooms.

Policy 4.1.15: Sleeping in The Library

Sleeping in the library is prohibited when the behavior is disruptive to others using the library. Staff may intervene when the sleeping is disruptive, if the patron may need medical help, or if the patron is unresponsive. Behaviors that may be considered disruptive include but not limited to:

- fully laying out on a couch with feet on the furniture;

- snoring loudly;
- occupying multiple workspaces;
- sleeping at a public PC that is needed by others;
- leaving a child unattended while sleeping.

Policy 4.1.16: Dress Code

All patrons are expected to be fully dressed, including shoes and shirt, at all times while on Library property. Visible or damp swimming suits left uncovered are not considered to be appropriate attire.

No bras or sports bra tops allowed without a proper full shirt over the top. No one with uncovered undergarments will be permitted on Library property.

Policy 4.1.17: Harassment

Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, talking to, or behaving in a manner

- which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; and
- that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job
- would create or may result in a hostile work environment for Library staff; and/or
- that violates Michigan or federal law

is prohibited.

Policy 4.1.18: Identification; Masks

Patrons must provide identification to Library staff when requested. Reasons for identification include but are not limited to safety, investigating any policy violation, filing of an incident report, and library card registration. A mask, hood, or device by which any portion of the face is so hidden, concealed, or covered as to conceal the identity of the wearer is prohibited on Library Property, except for persons wearing head covering or veils pursuant to religious beliefs or customs.

Policy 4.1.19: Recreational Equipment and Personal Transport Devices

Use of skateboards, rollerblades, roller skates, or other wheeled forms of recreational equipment (including toys that can be ridden or wagons) are not allowed in the Library or on Library property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and other power-driven mobility devices are permitted in by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.

Policy 4.1.20: Panhandling, Solicitation and Selling

Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the District Director.

Selling merchandise on Library property without prior permission from the District Director is prohibited.

Policy 4.1.21: Campaigning, Petitioning, Interviewing, Protesting and Similar Activities.

Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting are prohibited **inside** the Library building.

Campaigning, petitioning, interviewing, protesting, survey-taking, pamphleteering, canvassing and soliciting **outside** the Library building but on Library property are subject to the following requirements:

- A. Persons or groups are required to sign in at the Circulation Desk in advance.
- B. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
- C. Permitted areas for campaigning, petitioning, interviewing, protesting, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building is determined by the municipality that owns the library facility.
- D. No person shall block ingress or egress from the Library building.
- E. Permitted times will be limited to the operating hours of the Library.

Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.

Policy 4.1.22: Use and Preservation of Library Materials and Property

- A. Patrons must not deface, vandalize, or damage library property, or improperly remove Library materials, equipment, or furniture. Patrons shall be responsible for reimbursing the Library for costs incurred by the Library for violating this provision. Patrons shall not cause damage by returning books containing bedbugs, cockroaches, moths, other bugs or bringing bedbugs into the Library.
- B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.
- C. Equipment. Library staff computers are for staff use only.
- D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.
- E. Use of Tables and Computers. Only four (4) people may be seated at a table and no additional people may stand around one (1) table.

Policy 4.1.23: No Blocking of Doors, Aisles or Entrances

All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.

Policy 4.1.24: Incendiary Devices

The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.

Policy 4.1.25: School Groups

School groups using the Library must have approval of the Library Director or Branch Manager and must have a teacher and other appropriate staff present to ensure that the students use the Library in conformance with these rules.

Policy 4.1.26: Personal Property

Personal property brought into the Library is subject to the following:

- A. The Library staff may limit the number of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags. Items must be small enough to fit under a chair at the Library.
- B. The Library is not responsible for personal belongings left unattended and Library staff is not permitted to guard or watch personal belongings.
- C. The Library does not guarantee storage for personal property.
- D. Personal possessions must not be left unattended or take up seating or space if needed by others.

Policy 4.1.27: Engaging in Proper Library Activities

Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library Property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials shall be required to leave the Library and shall not remain on Library Property. This includes sleeping on Library furniture, the floor, or outside on Library Property.

Policy 4.1.28: Distributions; Postings

Distributing or posting printed materials/literature on Library Property not in accordance with Library policy is prohibited.

Policy 4.1.29: Phones

Those patrons desiring to use phones to place or receive calls must use the phones quietly so as not to disturb other patrons, outside of the Library building or in the Library's lobby. Phones shall be placed on silent or vibrate mode upon entering the Library.

Policy 4.1.30: Tables or Structures on Library Property

No person may use or set up a table, stand, sign or similar structure on Library Property. This does not apply to Library-sponsored or co-sponsored events.

Policy 4.1.31: Smoking; Tobacco or Marijuana Use

Smoking, using e-cigarettes, vaping, electronic nicotine delivery systems or chewing tobacco is prohibited on Library Property. Using, smoking or possessing marijuana on Library property is also prohibited.

Policy 4.1.32: Patron Use of Children's Area and Computers

The Youth area of the Library is intended for use by children (age 11 or younger) and the parent, guardian or caregiver who accompanies them. Computers located in the Youth area are for children and adults who are accompanying a child. Adults who are not accompanied by a child may browse the collection but may not remain or be seated in the Youth area. In the interests of protecting children, any patron may be asked to leave the area if they are not using the Youth area for its intended purpose.

Policy 4.1.33: Interactions with Other Patrons

Patrons are expected to alert Library staff if they are concerned about the behavior of another patron. Patrons must not approach and confront other patrons regarding the enforcement of Library rules and policies. Further, patrons are not permitted to direct other individuals regarding use of the Library's public spaces. For example, a Library patron may not prevent others from sitting at a table that is occupied by that patron or prevent others from browsing the collection in genealogy room that is occupied by that patron.

Policy 4.1.34: Library Policies

Patrons must adhere to all Library Policies

Policy 4.1.35: Violations and Appeals

The Library Director or the Director's designee may restrict access to Library facilities pursuant to the terms of the Library Violations and Appeal Policy.

Policy 4.1.36: Children and Vulnerable Adults in the Library

A. Use by Children

- a. Children are welcome and encouraged to use the Library at all times. The Library desires to make each visit an important one for the child.
- b. A "Child" means a minor under the age of 18.
- c. A "Vulnerable Adult" means an individual age 18 or over who, because of developmental disability, mental illness, physical disability or other similar reasons, (1) requires supervision or personal care or (2) lacks the personal and social skills required to live independently.
- d. A "Responsible Caregiver" is an individual who is responsible for monitoring or caring for a child or vulnerable adult and who must be at least 14 years old.

B. Rules and Regulations Regarding Children

- a. All patrons, including children, are expected to comply with the Library's policies. Parents, guardians, or Responsible Caregivers shall review and be fully aware of all Library policies governing children, particularly the Internet Use Policy. Library staff do not act "in loco parentis" (in the place of the parent). It is the parent, guardian, or Responsible Caregiver's responsibility and right to control or monitor the behavior, reading, viewing or listening of his/her child. Parents, guardians, and Responsible Caregivers are encouraged to accompany their children when they

check out materials, attend programming, or use computers (see Policy 4.3 Acceptable Technology Use).

- b. Parents, guardians, and Responsible Caregivers are responsible for the behavior, safety, and supervision of their children regardless of age while in the Library or on Library property.
- c. Library staff will not be expected to supervise or monitor children's behavior. Children under the age of 10 must be attended by a parent, guardian or Responsible Caregiver. The parent, guardian or Responsible Caregiver shall remain in the Library at all times, within reach. If a child under the age of 10 is attending a Library- sponsored program on the premises, the parent, guardian, or Responsible Caregiver is to remain on the premises for the duration of the program. If a child under the age of 8 is attending a Library-sponsored program on the premises, the parent, a guardian, or Responsible Caregiver is to accompany the child for the entire duration of the program.
- d. Children of any age who, because of developmental disability, mental illness, or physical disability, require supervision or personal care shall be attended by a parent, guardian or Responsible Caregiver at all times.
- e. Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons. *Further, staff will not be responsible for children 10 years or older who may be asked to leave the Library if the child is in violation of Library policy.*
- f. We require that all unattended children be picked up at least fifteen minutes before closing time. Parents, guardians, and Responsible Caregivers need to be aware of when the Library closes.
- g. Children 10 years or older must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy to not pick up your unattended child immediately if the Library calls.
- h. Children ages 8 and under must be within the visual contact of a parent, guardian, or Responsible Caregiver **at all times**, including during programs, while using the computers, and visits to the restroom. Children 6 and under may not be left in the Children's Area alone.

C. Rules and Regulations Regarding Vulnerable Adults

- a. All patrons, including vulnerable adults are expected to comply with the Library's policies, including its Patron Behavior Policy. Parents, guardians, or Responsible Caregivers shall review and be fully aware of all Library policies, particularly the Internet Use Policy.
- b. Parents, guardians, and Responsible Caregivers are responsible for the behavior and supervision of the vulnerable adult in their care while in the Library or on Library property.
- c. Vulnerable adults who are unable or unwilling to care for themselves or who do not have the ability to use the Library independently may not be left alone in the Library and must have adequate supervision while in the Library.
- d. Vulnerable adults who can understand and follow the Patron Behavior Policy and who can care for themselves are allowed to be in the Library unattended. They

should have contact information for someone who can assist them in an emergency.

- e. We request that all vulnerable adults be picked up at least ten minutes before closing time. Parents, guardians and Responsible Caregivers need to be aware of when the Library closes.
- f. Vulnerable adults must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your vulnerable adult if the Library calls.

D. Contact of Parent, Guardian, or Responsible Caregiver

Library staff may attempt to contact a parent, guardian, or Responsible Caregiver when:

- a. The health or safety of an unattended child or vulnerable adult is in doubt.
- b. A child or vulnerable adult is frightened while alone at the Library.
- c. The behavior of an unattended child or vulnerable adult violates Library policy
- d. A child or vulnerable adult has been left unattended for an extended period of time, or multiple times.
- e. The unattended child or vulnerable adult has not been met by a parent, guardian, custodian, or responsible caregiver at closing time. A child is considered unattended at closing time if the child is under the age of 8 or the child needs assistance procuring transportation. An individual is considered an unattended vulnerable adult when he/she is not picked up by closing time *and needs assistance procuring transportation*.

E. Unattended Children at Closing

If a parent, legal guardian, custodian, or caregiver cannot be reached within 15 minutes after closing time or fails to arrive within a reasonable time (30 minutes) after being contacted, Library staff may contact law enforcement officials to take charge of the situation involving the unattended child. Library employees are not permitted to transport an unattended child or vulnerable adult under any circumstances.

If the parent, legal guardian, custodian, or caregiver can be reached by closing time, the staff member shall explain the Library's policy and provide a copy of this policy.

F. Violations; Enforcement; Appeal

The Library Director or the Director's designee may restrict access to Library facilities pursuant to the terms of the Library Violations and Appeal Policy.