



Petoskey
DISTRICT LIBRARY

Code of Conduct

Approved: July 28, 2016

The Petoskey District Library is open to all. Patrons are expected to behave in a manner that is not disruptive to other library patrons or staff. For purposes of this policy, “Library” is defined as including inside the main library, inside the Carnegie Building, and the grounds of both said buildings. Patrons must show respect for staff, other patrons, library property, library policies and themselves and accept responsibility for their actions. The Library’s Code of Conduct is intended to protect the rights of the public and the staff to use the library, its furnishings, its services and its collections without disruption. Any behavior that disrupts the intended use of the Library will be considered unacceptable.

Unattended Children

Responsibility for children using the library rests with the parent or assigned caregiver. Children under the age of five must be within visual contact of the accompanying responsible adult when in the library. Children ages five – seven must be under the supervision of a responsible adult when in the library. Older children may use the library unattended for an amount of time appropriate to their age and maturity. Parents or guardians are responsible for making arrangements for their children to be picked up before the library closes.

Specific Guidelines

- Any form of tobacco or tobacco-like products use is prohibited in the Library, the Carnegie, and on the grounds of both (See Smoking Policy).
- Unattended bags will be disposed of at the discretion of the staff.
- Beverages with a closed lid or top are acceptable.
- Snack food is acceptable on the main floor and lower level of the library.
- Library staff asks that cell phone ringers be turned to silent while in the library. Phone conversations may be taken to a vestibule.
- Appropriate attire must be worn in the library and on library grounds, including shirt & shoes.
- Customers shall not engage in any illegal activity while in the library building. Persons whose actions violate state or local law will be prosecuted.
- Unacceptable behaviors include, but are not limited to:
 - Soliciting;
 - Conversations or other sounds louder than the general noise level in the area;
 - Alcohol consumption (except at scheduled meeting or event, with necessary permit/s);
 - Bringing animals inside the library (except for certified therapy animals or animals in a library event);
 - Riding bicycles, skateboards, or roller skates in the building and the grounds;
 - Using profanity or other abusive language.

The library staff may withhold library privileges from any person(s) who shall willfully violate this stated policy. Such exclusion from the Library shall occur on the orders of the Director or his/her designee. “Withholding of library privileges” is defined as an individual may not enter or use the Main Library, the Carnegie Building, or any of the grounds associated with each.



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Library staff may withhold library privileges for a day, a week, or a month depending on the severity of the disruption. Typically, after a warning, a person will be excluded from the Library for a day, then if the behavior continues, a week or a month. Anyone continuing disruptive behavior may be denied access for up to one year. After a year suspension of library privileges is completed, privileges may be reinstated upon petition to the library director. There is zero tolerance for violent behavior. Library staff will call 911 if there is any sign of violence, serious accident or illness.

Users who feel wrongly accused under this policy may address their concerns in writing to the library director.