



Code of Conduct

Approved: March 15, 2018

Updated: July 23, 2020

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 indoors and outdoors of both the main library and 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.

Specific Guidelines

People

- There is zero tolerance for violent behavior. Library staff will call 911.
- 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
 - **Children ages five – seven** must be under the supervision of a responsible adult
 - **Older children** may use the library unattended for an amount of time appropriate to their age and maturity.

Parents or guardians are responsible for arranging to pick up their children before the library closes.

- Illegal activity will not be tolerated; anyone whose actions violate state or local law will be prosecuted.
- Any form of tobacco, tobacco-like product or e-cigarette use is prohibited inside and on the grounds of both the Library and the Carnegie building.
- Conversations or other sounds should be no louder than the general noise level in the area
- Using profanity or other abusive language is not acceptable behavior
- Appropriate attire must be worn in the library and on library grounds, including tops, bottoms, shoes, and face masks, per the CDC guidelines.
- Any behavior deemed by staff to be disruptive, or disrespectful to other patrons or library staff is unacceptable.

Place

- Abuse of library equipment, furniture, or materials is not acceptable.
- Roughhousing, horseplay and running are not allowed.
- One person per chair or per sofa section. Engaging another patron with laps, lips, or limbs for a prolonged time-period will not be tolerated.
- Riding bicycles, skateboards, or roller skates in the building and the grounds is not acceptable.

Policy

- Library staff will call 911 if there is any sign of violence, serious accident or illness
- Phone conversations may be taken to a vestibule.



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- Beverages with a closed lid or top are acceptable, except in the Local History room.
- Snack food is acceptable on the main floor and lower level of the library.
- Library staff is not responsible for patron's personal property. Unattended belongings will be disposed of at the discretion of the staff.
- Violation of any other library policies, including but not limited to the Computer-Internet Policy and Guidelines, will be treated as a violation of this Conduct Policy.
- Petitioning, solicitation, distribution of literature or leaflets, canvassing or similar types of appeals are not allowed inside the library or on library grounds. Groups or individuals planning the above actions may interact with the public outside the facility and off library grounds as long as they do not impede access to the facility. (please see display and postings policy)
- Certified Service animals or an animal in a library event are welcome. Library staff may ask pet owner for verification of the duties of the service animal. Other pets should be left outside in the pet parking zone.
- Alcohol consumption (except at scheduled meetings or events, with necessary permit/s), is not allowed.

Consequences

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

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,
- if the behavior continues they will be excluded for 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. Users who feel wrongly accused under this policy may address their concerns in writing to the library director.