

Rules of Conduct

General Statement

The goal of the Romeo District Library is to provide a pleasant setting and appropriate atmosphere for the use of educational, reference and popular library materials—in essence, to read, study, do research, use the library equipment or attend library programs. Persons using the library shall engage in activities associated with the use of a public library. Persons who use the building inappropriately or who violate the Code of Conduct will be asked to leave the building.

The administration has the responsibility for maintaining order in the Library to assure a pleasant experience for all users. To meet this responsibility, the staff will need to intervene in situations at the library that present danger to the safety of persons or property, interfere with the rights of others, constitute disturbing or inappropriate uses of the Library and that involve the commission of illegal acts. Police will be called when the nature of the situation is threatening, dangerous or illegal.

It is a patron's responsibility to maintain necessary and proper behavior standards in order to protect his/her individual rights and the rights and privileges of other patrons. With patron assistance we will be able to achieve a library atmosphere that is beneficial to all.

These rules have been adopted for the comfort and protection of all those using library materials and services. Engaging in any of the following behaviors will result in expulsion from the library building and/or suspension of library privileges. These rules will be firmly enforced by library staff who will call upon the Police for assistance as necessary. The following include identifiable behaviors which are considered inappropriate and will not be tolerated. Staff will take the appropriate and authorized action to enforce this policy. This list is not intended to be all-inclusive.

- a. DEFACING OR DESTROYING LIBRARY PROPERTY EITHER WITHIN OR OUTSIDE OF THE LIBRARY BUILDING
- b. DISRUPTIVE OR INAPPROPRIATE BEHAVIOR
- c. LEAVING CHILDREN UNDER TEN (10) YEARS OF AGE UNSUPERVISED
- d. CONSUMING FOOD OR BEVERAGE IN THE BUILDING (except in designated areas)
- e. USING TOBACCO PRODUCTS ANYWHERE IN THE BUILDING
- f. NOT WEARING SHOES/SHIRTS IN THE BUILDING
- g. BRINGING ANIMALS IN THE BUILDING (WITH THE EXCEPTION OF SERVICE ANIMALS)
- h. VIOLATION OF THE ROMEO DISTRICT LIBRARY COMPUTER USE POLICY
- i. USE OF CELL PHONES THAT DISTURB OTHERS IN THE BUILDING



Remember that most people think of libraries as quiet spaces. Avoid making excessive noise such as playing audio equipment so that others can hear, talking or singing loudly and cell phone usage that disturbs other people.

I. DEFACING OR DESTROYING LIBRARY PROPERTY

Persons defacing books or other library materials, writing on furniture or otherwise vandalizing library property will be prosecuted. Improper removal of library materials or equipment will be grounds for prosecution. Library equipment and computers are to be used in accordance with the Internet Use Policy. Computers and their keyboards are expensive and sensitive equipment. They are not toys and must not be used for anything except their intended purpose.

II. UNATTENDED CHILDREN'S POLICY

Libraries are a public space. This policy conforms to the Child and Family Services Act that states children under age 10 should not be left alone. Parents have a legal responsibility to ensure that their children under 10 years of age are safe. Young babies and small children must be looked after at all times

Caregivers must be aware and responsible for the actions of children in their care while in the library. Adults must be actively engaged in supervising children under the age of ten (10) which involves the following: staying in the same room or area of the library with children under the age of ten (10), preventing children from running, climbing, yelling, throwing things or other disruptive behavior, and working with children on the computers. A caregiver must be age 13 to accompany a child under age 10.

A caregiver who leaves the child in one area of the library while visiting another is considered to be in violation of this policy. This extends to all areas of the library and includes the parking lot, the meeting room, restrooms and the adult areas.

III. SUPERVISION OF CHILDREN

The goal of the Romeo District Library is to provide a positive library experience for children and their families. Anyone using the library must observe the Library's Rules of Conduct and adhere with the library's Unattended Children's Policy which conforms to state law. For their own protection, young children may not be left unattended in the library. The library staff is not responsible for providing supervision. Adults must be aware and responsible for the actions of children in their care while in the library. Adults must be actively engaged in supervising children under the age of ten (10).

Reminder: Computers and their keyboards are expensive and sensitive equipment. They are not toys and must not be used for anything except their intended purpose.

IV. AFTER LIBRARY CLOSING

For your child's protection, your child under age 18 (legal age of majority in MI) must be picked up by library closing time. Minors who are not picked up by closing may be referred to the police.

V. UNSAFE CONDITIONS

A parent or caregiver who feels the child in their protection is either in an unsafe situation or has been inappropriately contacted by a stranger should report this to library staff as soon as possible. The library is not responsible for unreported events. Staff will take appropriate actions to ensure the safety of the child. The incident may be referred to police. The safety of library users and staff is always the primary consideration.

VI: PATRONS WHO ARE UNWELL

Library staff are not trained medical personnel and should not attempt to give medical advice or assistance. If a patron to the library is obviously unwell and potentially spreading germs, staff may ask the person to leave the library and should invite them to return when they are feeling better.

In the event that a patron or a visitor to the library becomes ill or unable to care for themselves staff will

- Attempt to locate a caregiver and notify them of the situation

- Offer low level assistance as deemed appropriate, glass of water, sit down, offer to call a family member, etc.

Emergency situation: In an emergency situation library staff will call 911.

Staff Guidelines Relating to Rules of Conduct Governing the Use of the Library.

Patrons shall respect the rights of other patrons. Patrons shall not harass or annoy others through noisy or boisterous activities, by staring at another person with the intent to annoy that person, by following another person about the building with the intent to annoy that person, by playing audio equipment so that others can hear it, by singing or talking loudly to others or in monologues, by talking on cell phones in a way to annoy others or by displaying print or nonprint materials of an offensive nature to others, or by behaving in a manner that can be reasonably expected to disturb others.

Authority of staff to enforce the policy-The library board empowers the library director and the staff to enforce the code of conduct within these guidelines.

Step 1: Verbal warning. Advise the patron that a report or complaint has been received. Staff will inform the patron that this behavior is unacceptable at the Library and ask them to stop their behavior. Inform patron that failure to comply with this policy will result in a loss of library privileges.

Step 2: Second offense or failure to comply with step 1. The librarian will inform the patron that their library privileges are suspended for one week. An incident report will be filed with the director of the library.

Step 3: Offenses following Step 2. The director may on the advice of the librarian suspend library privileges for 1 month. A written report of the incident and action will be filed in the office.

Step 4: Limited to egregious violations of this policy. Repeated violations of this report shall be reported to the Library Board of Trustees for their consideration and action. Long term or permanent suspension of library privileges will be considered.

UNSAFE CONDITIONS

When an unsafe or threatening situation exists, staff will:

1. Enlist the help of other staff members
2. Clear the area. Move the patrons or staff to a safe area.
3. Notify police.

Under no circumstances will staff physically intervene in the situation or attempt to mediate a dispute between two patrons.