

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 410

Subject: Patron Policy

To protect the rights of everyone using Crawford County Library facilities, the following rules are hereby posted by the Library Board and will be enforced by the Library Staff by following all federal, state, city, township and county rules, ordinances and regulations.

1. Treat others with consideration, kindness and respect.
2. No profane, obscene or injurious language is to be used on library premises. Patrons shall not engage in any threatening or violent behavior, verbal abuse or harassment directed at other patrons, volunteers or staff.
3. No disruptive or inappropriate physical contact.
4. Keep your conversations so they cannot be heard outside of your immediate area.
5. Keep all open food and drink in the designated areas.
6. You must be wearing a shirt, shoes and pants.
7. Walk casually in the building.
8. Only one person to a chair with all supports remaining on the floor at all times, not to impede safe or easy passage.
9. Do not lie or lounge on the floor in a manner that impedes the movement of others, or sleep anywhere in the building.
10. A maximum of two people working at a computer at any time.
11. Treat library property with respect, including the buildings, and only take what you have checked out. Do not damage or mutilate any library property.
12. No gambling on library property.
13. Any solicitations, campaigning, canvassing or conducting surveys on library property is prohibited.
14. Maintain your personal hygiene so as not to interfere with others using the library.
15. Do not use matches, lighters or other means of ignition, use or sell illegal substances or alcoholic beverages, use tobacco products or other substances (including electronic cigarettes) in the building or on library property. (Policy No. 403)
16. Use cellular phones in designated areas. (Policy No. 424)
17. Only service animals assisting people with disabilities are permitted in the building unless approved by the Director.
18. Firearms that are brandished, carried, or possessed in violation of the laws of the United States or the state of Michigan also violate the Library's Patron Policy and are strictly prohibited.
19. Do not use the building's restrooms as laundry facilities, bathing facilities or gathering places. Do not create a biohazard or an unsanitary condition in the rest rooms.

20. Use of roller blades, roller skates or skateboards and like devices are prohibited on the premises. Bicycles are not allowed in the building.
21. Use of false ID to obtain a library card or use of another person's library card will not be tolerated and may result in a ban from the library.
22. The library is not responsible for personal belongings left unattended.
23. Parents or adult caregivers are responsible for their children's behavior and shall be liable for any damage caused by their children.
24. Patrons shall not violate the library rules for acceptable use of the internet and public computers (Policy # 418, 419, 419a, 419.1).
25. Patrons shall be engaged in activities associated with the use of the library while on library property.

Violation of any part of this policy will subject the offender to one (1) verbal warning or contact with law enforcement, whichever is deemed necessary by the Library Director. Should the offender continue to disregard any part of this policy, the offender will be ordered to leave the premises immediately and for the remainder of the day or longer. The offender may also be subject to revocation of library privileges for a length of time at the discretion of the Library Director.

ADOPTED: February 13, 2001

REVIEWED: March 10, 2003; February 12, 2004; December 8, 2005, April 13, 2006, July 14, 2016, November 9, 2017.

AMENDED: August 11, 2016; December 14, 2017

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