

## Chelsea District Library Policy and Procedure

Policy Section 4: **Facility and Equipment**

Board Approval Date: November 20, 2007

Revised: April 20, 2010;

Reviewed: March 21, 2017

Board Approval Date: June 20, 2017

Subject: **430 Library Rules of Conduct**

### Background

Chelsea District Library is dedicated to providing resources to meet the lifelong cultural, educational and informational needs of its community.

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.

To ensure an atmosphere of courtesy, respect and excellent service, the Board of Trustees has set the following guidelines for patron responsibility and conduct.

### Policy

- Animals shall not be brought into the building except under the following conditions:
  - The animal is serving as a service animal
  - The animal is part of a controlled library program
- Smoking or use of tobacco products is prohibited on library property.
- Carrying weapons, except bona fide officers of government jurisdictions or individuals with a lawful permit, is prohibited on library property.
- Patrons shall enter the library appropriately attired, including shirts and footwear.
- Patrons may not create unreasonable behavior or disruptive noises such as loud talking, screaming or laughter that interferes with other patrons' use of the library or that can be reasonably expected to disturb other persons.
- Patrons may not use profane, obscene, injurious or abusive language on library property.
- Use of skateboards, scooters, rollerblades, or footwear used as skates are prohibited in the library and on library property. Storage of bicycles or scooters should be at bike racks located around the building.

- Patrons shall cooperate with library staff who interpret and apply library policies, practices and procedures
- Patrons shall not engage in overt displays of public affection or sexually inappropriate behavior on library property
- Patrons are responsible for personal belongings or equipment brought onto library property.
- No persons may willfully annoy, physically accost, or verbally threaten library patrons or staff
- No persons may willfully damage, deface or alter in any manner library property or equipment

Any library user not abiding by this policy, library practice or procedure will result in: warnings to the user that their behavior is not acceptable, explanation of what is acceptable, and they could be required to leave the library property. Further failure to abide by library policy, practice or procedure could result in extended loss of access to the library and/or loss of library privileges as determined by the Library Director.

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

Any behavior or action that violates local, state, or federal law will be immediately reported to the local police department for prosecution.

Personnel Responsibility

All staff

Janice L. Carr

6-20-2017

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Janice L. Carr, Secretary

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Date