

LOUTIT DISTRICT LIBRARY

Rules for Persons Using Library Facilities and Services And Penalty Procedures for a Violation of These Rules

In order to provide a safe, clean and comfortable environment for each and every person who visits the Loutit District Library, the Library's Board of Trustees has adopted the following rules for all persons who use Library facilities and services and has adopted the following penalty procedures for a violation of these rules.

A parent or other person accompanying a child in the Library is responsible for the child's compliance with these rules.

A. Rules for Persons Using Library Facilities and Services

The following are prohibited:

1. Loud speech, loud noise, and boisterous conduct which disturbs the quiet of the Library, other persons or Library staff.
2. Harassing, intimidating, disturbing or threatening any person by word or act.
3. Interfering with any person's use of the Library by behaving in any manner which reasonably can be expected to disturb other persons or interfere with their use of the Library.
4. Profane, obscene, or hurtful language.
5. Possession of any non-firearm weapons (including, but not limited to, any knife with a blade longer than three (3) inches, blackjack, bludgeon, or club) on Library premises.
6. Knowingly brandishing a firearm except as permitted by law for a police officer.
7. Loitering which is defined as remaining in the Library without reading, studying, using the Library materials or services, or being engaged in Library related activities.
8. Obstructing hallways or entrances.
9. Engaging in inappropriate public displays of affection as determined by Library staff.
10. Eating light snacks or light meals except at the tables in the lower level Refreshment Lounge, in Program Rooms A and B and the Youth Program Room during programs and the study rooms except the one in the Local History and Genealogy Room.
11. All beverages (whether in covered or uncovered containers) in the Public Computing Room, the Computer Classroom, at the youth and teen computers and in the Local History and Genealogy Room, and beverages that are not in covered containers in all other areas of the Library.
12. Talking on cell phones except in the Columbus Avenue entrance lobby, in the Fourth Street entrance outer lobby, in the Refreshment Lounge on the lower level and in the study rooms.
13. Misusing, damaging, altering, defacing or destroying Library property.
14. Leaving child ten (10) years of age or under unattended.
15. Inappropriate or inadequate attire (shirts and footwear are required) as determined by Library staff.
16. Poor personal hygiene which interferes with another person's use of the Library.
17. Using restrooms for bathing or shampooing.
18. Use of wheeled equipment or wheeled shoes in the building, in the parking garage, or elsewhere on Library property, except for use of wheeled equipment by a person with a disability and use of wheeled equipment to transport a child.
19. Parking of bicycles in the building, in the parking garage, on the Columbus Avenue deck, or elsewhere on Library property, except parking of bicycles at or in designated bicycle racks.

20. Animals in the Library and entrance/exit areas. Exceptions are service dogs for persons with disabilities and animals for Library-sponsored programs.
21. Use of tobacco products.
22. Use of or being under the influence of alcohol or drugs.
23. Solicitations of any kind (including, but not limited to, solicitations for petition signatures, money, donations, or goods or services of any kind) or the distribution of written materials or literature except as permitted under the Library's *Solicitation Policy*.
24. Posting or display of material in violation of the Library's *Display Policy*.
25. Sleeping.
26. Violating rules for specific Library areas or services including, but not limited to, the *Internet Policy*, *Wireless Internet Policy*, the *Smoke Free Policy*, the *Program Rooms A and B Policy*, the *Study Room Use Policy* and the *Computer Classroom Use Policy*. However, the *Internet Policy* and *Wireless Internet Policy* have penalty and appeal procedures which supersede those noted in B and C below.
27. Violating a local ordinance or State or Federal law is also considered a violation of the Rules.

B. Penalty Procedures for a Violation of These Rules

Library staff members are responsible for enforcing these rules. If the person violating these rules is a minor (under age 18) the person's parent or guardian will be notified.

1. First Violation: If a Library staff member observes a violation of these rules, he/she:
 - a. Shall advise the person violating a rule that the observed activity is prohibited;
 - b. Shall request the person violating a rule to stop the prohibited activity;
 - c. Shall advise the person violating a rule that further violations may result in loss of Library privileges;
 - d. May request the person violating a rule to give his/her name, address, and telephone number;
 - e. May request the person violating a rule to leave the Library;
 - f. Shall complete a written Incident Report and submit it to the Director. The Director shall retain an Incident Report for one (1) year;
 - g. The Library may suspend Library privileges for up to six months if the violation involves (1) refusal to stop prohibited activity; (2) use of profane or hurtful language in response to a staff request to stop prohibited activity; and/or (3) any form of violence or destructive behavior or threat of violence or destructive behavior in response to staff request to stop prohibited activity. Any such suspension of Library privileges shall be issued in writing by the Director.
 - h. The Library reserves the right to terminate Library privileges for the first violation, depending on the severity of the violation, to protect patrons, Library staff and Library property. Any such termination of Library privileges shall be issued in writing by the Director.

2. Subsequent Violations: If a Library staff member observes a person violating these rules who has had a previous violation of these rules within the previous one (1) year as documented by a written incident Report, he/she will follow the procedure described above for a First Violation.
 - a. The Director may suspend the Library privileges of the person who committed a subsequent Violation for a period up to six (6) months. The Library reserves the right to suspend Library privileges for longer periods, depending on the severity of the violation, to protect patrons, Library staff and Library property. Any such suspension of Library privileges will be issued in writing by the Director.
 - b. The Library may suspend Library privileges for up to six months if the violation involves (1) refusal to stop prohibited activity; (2) use of profane or hurtful language in response to a staff

- request to stop prohibited activity; and/or (3) any form of violence or destructive behavior or threat of violence or destructive behavior in response to staff request to stop prohibited activity. Any such suspension of Library privileges shall be issued in writing by the Director.
- c. The Director shall retain an Incident Report of all subsequent violations and a written suspension of Library privileges for three (3) years.

3. Additional Penalty Procedures

- a. Notwithstanding the specific periods of suspension of Library privileges set forth above, the Library reserves the right to suspend Library privileges on a permanent basis, depending on the severity of the violation, to protect patrons, Library staff and Library property.
- b. A person's presence on Library property during any suspension is considered trespassing.

C. Review Procedures for a Person whose Library Privileges have been Suspended

1. A person whose Library privileges have been suspended by the Director may ask the Director to review the decision within three (3) calendar days after the date of the Director's written notice of suspension of Library privileges. This request must be submitted in writing and include the person's name, address, date/time of violation, violation type, the person's reasons for requesting a review of the Director's decision, the person's signature and the date of the signature. The request must be submitted to the Director.
2. The Director or designee will respond in writing to the person requesting a review of the Director's decision. The Director may meet with the person requesting a review of the decision to discuss the matter and the Director's response to the request.
3. A person whose Library privileges have been suspended by the Director can appeal in writing to the Library Board within three (3) days of receiving notification of the suspension. The Board will hear the appeal and render a final decision.

The Rules for Persons Using Library Facilities and Services and Penalty Procedures for a Violation of These Rules previously adopted on February 7, 2012 are repealed.

Adopted by the Board of Trustees of the Loutit District Library on May 7, 2013.

Mary Jane Belter, Secretary