

## **PATRON RESPONSIBILITIES AND RULES OF CONDUCT**

Approved by the Library Board, Oct. 11, 1988, Rev. April 4, 2000, March 1, 2005, April 6, 2010, March 4, 2014

The right to the use of the Library is extended to all citizens of Highland, in keeping with the Library's mission to provide access to information. In order to guarantee this right for all persons, anyone on Library premises will be expected to conduct him/herself in a manner appropriate for a public institution. It is a patron's responsibility to maintain necessary and proper behavior standards in order to respect the rights and privileges of all patrons.

To protect rights and privileges, and encourage a safe and appropriate environment, the Highland Township Library Board has adopted the following code of conduct.

1. Patrons shall respect the rights of other patrons and staff. Patrons shall not willfully harass or annoy another person by behaving in a manner that can reasonably be expected to disturb others. Some examples would be:
  - noisy or boisterous activity
  - staring at or following another person
  - playing audio equipment so that others can hear it
  - displaying print or nonprint materials of an offensive nature to others
  - inappropriate physical contact.
2. Patrons shall not utter profane, obscene, or injurious language.
3. Patrons shall not damage or deface public property, including Library materials, furnishings, walls and equipment.
4. Any materials removed from the Library must be checked out on a valid library card. Taking Library materials or equipment without properly checking them out is theft.
5. Patrons shall not eat, or smoke, except in designated areas. Beverages in covered containers are permitted. Consumption of alcoholic beverages or non-prescribed controlled substances is not permitted in the library. Designated library events are exempt.
6. Patrons shall not make solicitations for any reasons except in designated areas.
7. Patrons shall not be in a state of intoxication in a manner that causes public disturbance.
8. Patrons shall not remain in the building after regular closing hours without authorization.
9. Patrons shall not enter or remain in the Library without wearing a shirt or footwear.
10. Patrons shall not interfere with other Library patrons' use of the facilities or interfere with Library employees' performance of their duties.
11. Patrons shall not engage in any illegal activity while in the library building. Actions that violate federal or state statutes or local ordinance may be prosecuted.
12. Parents or caretakers are responsible for their children's behavior while the children are in the Library. Patrons shall not leave children under the age of eight (8) unattended, per the Library's Child Safety Policy.

13. Library cardholders shall be responsible for fees or other charges due on their accounts in accordance with the library's standard schedules. Failure to pay these fees will result in the suspension of borrowing privileges.
14. Misuse of Library computers or failure to comply with the library's Internet Access Policy may result in suspension of library privileges.
15. Animals are not allowed in the library except for service animals trained to aid the disabled and animals brought into the library in conjunction with library programs.
16. The Library is not responsible for personal belongings left unattended.

Enforcement:

Any persons in violation of HTPL's Policy on "Patron Responsibilities and Rules of Conduct" shall be given:

- Notice that they have violated library rules and regulations
- An opportunity to correct their conduct.

The staff will normally allow the offender(s) one warning prior to suspension of privileges or expulsion. Patrons who continue to violate library rules and regulations may be expelled from the Library and/or restricted from the use of library facilities. Expulsion may be for the day or for up to 6 months depending upon the severity of the rule violation, on the recommendation of the Director.

The staff may expel the offender(s) without warning and Library privileges may be suspended immediately for the following reasons:

- Stealing materials or equipment from the library
- Mutilation of library materials or equipment
- Continued disruption of library activities
- Physical threats against staff or patrons

Library employees will contact the police/sheriff if deemed advisable. Offenders who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to removal by police.

Any person whose privileges have been denied shall have the opportunity to have the decision reviewed by the Library Board of Trustees.