

HARPER WOODS PUBLIC LIBRARY - PATRON CODE OF CONDUCT

The mission of the Harper Woods Public Library is to be an informational, intellectual, cultural and recreational resource for all people; to inspire the spirit, educate the mind, and be a center of community pride. The Harper Woods Public Library is considered a limited public forum. In keeping with this mission, the Harper Woods Public Library Board has authority to establish and enforce reasonable rules for the benefit of patrons of the Library. In fulfillment of this mission and in an effort to make Library property and services available to everyone on a safe and equitable basis, to ensure the ability of staff members to conduct Library business, and to safeguard Library property against misuse or abuse, the following rules for behavior in and around the Library facility have been established by the Harper Woods Public Library Board of Trustees.

A. For Public Safety and Security, the Harper Woods Public Library prohibits:

1. Consumption or possession of alcoholic beverages or illegal substances;
2. Improper use or abuse of library materials or equipment;
3. Stealing or vandalizing library property or removing library materials without properly checking out items;
4. Engaging in sexual acts or behaviors or indecent exposure;
5. Harassment, intimidation or threat of any person by word or act;
6. Fighting or provoking fighting or engaging in any act of violence;
7. Unlawful possession of a weapon;
8. Any activity that violates any federal, state or local law;

B. Persons who violate the above rules for safety and security are subject to the withholding of Library privileges as follows:

1. First violation: library privileges are suspended for six months, police will be called if necessary;
2. Second violation: library privileges are suspended for a minimum of one year; police will be called immediately;

C. To ensure proper use of Library Facilities:

1. No sleeping;
2. No loitering;
3. No smoking or other tobacco products are permitted in the Library (including but not limited to: e-cigarettes, chewing tobacco, cigarettes cigars, pipes or other incendiary products) or within 25 feet of public entrances;
4. No eating or drinking except within the confines of a library approved function or in specifically designated areas; covered beverage containers

are acceptable. Food and beverages are not permitted in the Heritage Room;

5. No behavior that unreasonably annoys or disturbs another person;
6. No loud or boisterous conduct inappropriate to the library location;
7. No entering non-public areas without permission;
8. Shirt, shoes and proper attire are required;
9. No placing feet on furniture;
10. Soliciting staff or patrons in any manner is prohibited;
11. Distributing or posting printed materials on Library property not in accordance with Library policy is prohibited;
12. Animals are not permitted in building with the exception of service animals;
13. No misuse of the restrooms;
14. No profane, obscene, injurious or abusive language;
15. Remaining in building after closing hours is prohibited;
16. No throwing anything, spitting or leaving debris or waste anywhere within the property of the Library except designated waste receptacles;
17. Patrons must adhere to the Library internet policy; meeting room policy; and/or all other policies of the facilities;
18. Bicycles and other wheeled devices are not permitted in the Library with the exception of strollers, walkers, wheelchairs (manual or motorized) or other similar medical devices.
19. Skateboards, rollerblades, wheeled footwear, roller skates or scooters on library premises are prohibited;
20. No bedrolls, blankets, large duffle bags, suitcases or large plastic bags in the library;
21. All personal property unrelated to library purposes must be attended to;
22. Talking on cell phones or other communication devices is prohibited. All phones or other communication devices must be set on silent or vibrate. Persons may make telephone calls only in designated areas or exit the premises;
23. Playing or using any audio devices without headphones is prohibited. The volume of all such audio devices regardless of the use of headphone, must be at a level that does not disturb other patrons or the staff of the Library;
24. The Library reserves the right to inspect all bags, purses, or backpacks;
25. Children under the age of 7 must not be left unattended;

D. Persons who violate the above rules are subject to the withholding of Library privileges as follows:

1. First violation: library privileges suspended for rest of day;
2. Second violation: library privileges suspended for one month;
3. Subsequent violation: library privileges suspended for one year;

E. For other violations

1. Police will be called if the Library Staff believes a crime has been committed;
2. Police will be called when a violator refuses to comply with Library rules;
3. A violator will have his/her library card blocked during any suspension in excess of one day.

F. Right to Appeal and Appeals Process

The right to appeal is based on the right to due process of law guaranteed in the 14th Amendment of the U.S. Constitution and the right of access to public libraries guaranteed to all citizens in the Michigan Constitution (Art. VIII, Sec. 9).

1. If the Library has an address on record or the suspended patron provides an address, the Library Director shall provide written notice to any individual whose library privileges have been suspended within five (5) business days of the date of the violation. If the Library does not have an address on record and the patron refuses or fails to provide an address, verbal notice on the day of the violation shall be sufficient notice of the suspension.
2. An individual who wishes to appeal a suspension must do so in writing to the Library Board within 10 days of the postmark of the Director's letter or the date of the verbal notice if no letter is sent. The notification of appeal must state the grounds upon which the appeal is based.
3. Upon receiving a request for an appeal, the Board shall hold a hearing to consider the appeal. The Board may consider the appeal at a regularly scheduled Board meeting or at a special Board meeting, at the earliest opportunity, called for the purpose of a hearing.
4. The Board President will ensure the Appellant receives reasonable notice of the hearing.
5. Prior to the hearing the Board will be provided copies of the Appellant's letter appealing the decision and requesting a hearing. The Board and Appellant will also receive copies of the Library Director's letter giving notice of the suspension which describes the offense. Supporting information gathered in the administration's investigation shall be made available to the Board, including but not limited to all incident and police reports completed by Library staff, witnesses and the Director. The Board shall have access to library records necessary to make an informed decision

on the appeal. Any document that is considered a library record (as defined in the Michigan Library Privacy Act) shall remain confidential and shall not be disclosed unless in compliance with the Michigan Library Privacy Act.

6. The Appellant must have the opportunity attend to any hearing so scheduled personally or may make a written statement in support of his or her position. If the Appellant does not attend the hearing, the written statement must be received before the time set for the hearing.
7. The Appellant shall have the opportunity to present his/her claim for rejecting the Library Director's decision. The Board may ask questions in order to bring to light all the facts and issues involved.
8. The Board may affirm or reject the decision to suspend Library privileges.
9. The decision of the Board is final.
10. In no case shall the filing of an appeal pursuant to this Policy act as a stay of the suspension imposed unless the Library Director makes a specific finding that the suspension would result in manifest injustice under the total circumstances.