

MADISON HEIGHTS PUBLIC LIBRARY

Code of Conduct – Policy

Madison Heights Public Library [MHPL] has the duty of providing the greatest amount of information to the greatest number of patrons in a variety of formats. This information is to be readily accessible in a clean, well-lighted atmosphere, free of unnecessary noise, distraction or annoying behavior. The following Policies, Rules and Regulations have been developed in accordance with the Home Rule Cities Act, MCL 117.1 et. seq. and the city of Madison Heights Code of Ordinances to ensure that all those wishing to make effective use of Library services are able to do so.

Both patrons and library staff have the right to a secure and congenial environment. Inappropriate behavior is not allowed. Inappropriate behavior includes any activity that disturbs others, interferes with library operations, or damages the building or its furnishings. It also includes rudeness, profanity, or any other behavior generally considered unacceptable in a public place.

The purpose of the Library's Code of Conduct is to protect the rights of individuals who are in the library to use library materials and services, to protect the right of staff members to conduct library business without interference, and to preserve library materials and facilities. Those individuals exhibiting behavior contrary to the following will be ejected after one verbal warning given by the Library Director or his/her designee. IF they do not leave, the Madison Heights Police shall be called to assist.

It is the obligation of the library staff to see that the rights of individuals to use of the library are upheld. The staff is obligated to enforce these rules so that the facility can be used to the fullest by all persons. Questions regarding the interpretation of these rules will be referred to the Library Director.

Code of Conduct – Rules

One verbal warning will be given by the Library Director or his/her designee. Failure to comply with the following rules may result in being ejected from the library and loss of library privileges:

1. Blocking or obstructing an entrance, exit, or sidewalk is not permitted. Loitering in the Library or on library grounds is prohibited.
2. Campaigning, petitioning, interviewing, survey taking, or other speech and conduct must not disrupt normal library activities, should occur outside the library building, and cannot impede safe entrance and exit from the building.
3. Soliciting donations or business, selling products or services, or distributing materials not approved by the Library Director, is prohibited on library property. Exceptions may be made for library-sponsored programs or when otherwise authorized by the Library Director.
4. Lying down or sleeping in the restrooms or on any floor, couch, table or seat in the library, or to block aisles, exits, or entrances by sitting or lying down in them is prohibited.
5. Gambling on library property is prohibited.
6. Patrons must wear shirts and shoes at all times while in the library.

7. Harassment of a sexual or racial nature or ethnic intimidation including verbal abuse or as a result of exhibitionism or voyeurism is prohibited. Individuals guilty of this infraction will be reported to the Madison Heights Police immediately, without alerting the offender.
8. The violation of federal or state laws, or local ordinances is not permitted on library property.
9. Library materials must be returned on time and in good condition. Failure to return materials deprives others in need of those materials. Items not returned within 30 days will be billed the replacement cost and may in time cause a patron's account to be referred to a collection agency.
10. The defacement or damage to library materials or property, including but not limited to the removal of pages from books or magazines, writing on any Library books, magazines, newspapers, or other material is prohibited. Theft, vandalism, and mutilation of library property are criminal offenses and maybe prosecuted. The library reserves the right to inspect all bags, briefcases, backpacks, and other such items when the staff has reason to believe this rule has been violated.
11. Unauthorized removal of Library materials or equipment is prohibited
12. Remaining in the building after regular closing hours, unless you are specifically there for a scheduled program is prohibited.
13. The library assumes no responsibility for the care and supervision of children. Children under age twelve are not allowed in the library without supervision. The library's [Safe Child Policy](#) must be followed at all times.
14. Panhandling is not permitted on library property.
15. Food and uncovered beverages are not allowed, except in staff or other designated areas. Consumption of food and drink in the library are regulated by the [Food and Drink Policy](#).
16. Smoking and use of tobacco is prohibited in the Library and on the Library grounds.
17. Misconduct including using profane, obscene, threatening, or injurious language and gestures; willfully annoying others; engaging in the sale or exchange of alcohol or drugs; persistently talking or laughing at an inappropriate volume, creating a public nuisance by running, pushing, fighting, staring, talking, or littering; or other behavior deemed offensive by library staff will result in expulsion from the building and suspension of library privileges.
18. Being in a state of intoxication due to alcohol or other substance abuse, to the extent that normal faculties are impaired, causes a public disturbance, or to endangers the safety others is prohibited.
19. All animals except for service animals, service animal trainees, and animals featured in programs sponsored by the library are prohibited.
20. Interfering with the free use of library patrons and staff, or interference with other's use of the facilities through extremely poor personal hygiene is prohibited. This situation will be recognized by an offended patron filing a [Patron Complaint Form](#). Persons whose bodily hygiene is so offensive as to constitute a nuisance to other library users or staff may be asked to leave.
21. Unreasonable use of the restrooms, including laundering, shaving, hair cutting or trimming, and bathing, is prohibited.

22. Use of audible devices without headphones or with headphones set at a volume that disturbs others is prohibited.
23. Reasonable quiet is expected. No patron may disturb others using the library.
24. Use of cellular phones, pagers, or other electronic devices in a manner that disturbs others is prohibited.
25. A library patron who tampers with the hardware or software of any library computer or destroys computer equipment will forfeit all library privileges and will be subject to financial liability for damages.
26. Personal belongings should never be left unattended. The library has no responsibility for such items.

Misrepresenting eligibility for services or identity in order to receive library services is prohibited.

These Policies, Rules and Regulation are promulgated pursuant to Section 15-2 of the City of Madison Heights Code of Ordinances.