Chelsea District Library
Policy & Procedure

Policy Section: 4. Facility & Equipment
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Subject: 430 Patron Behavior Policy

Introduction:
The Chelsea District Library (the "Library") is open for specific and designated civic, educational and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy is to assist the Library in fulfilling its mission to engage, inspire, and equip through evolving services and resources.

The following rules of conduct shall apply to the building interior and exterior - and all grounds controlled and operated by the Library ("Library facilities") and to all persons entering in or on the premises, unless otherwise specified.

Rules for a Safe Environment:

A. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance, or regulation (including but not limited to assault, larceny, or removing library material from the property without authorization through the approved lending procedures or vandalism) is prohibited.
B. Weapons. Carrying guns, pistols or other weapons, except as specifically permitted and exempt from local regulation by law, is prohibited.
C. Alcohol: Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library sponsored events if specifically approved by the Library.
D. Under the Influence. Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.
E. Recreational Equipment and Personal Transport Devices. Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment is not allowed in the Library or on Library property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs and other personal transport devices are permitted by those individuals with disabilities.

F. No Blocking of Doors, Aisles or Entrances. All doors, aisles, and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.
G. Animals. Animals are not permitted in the Library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for Library programming.
H. Incendiary Devices. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
I. Staff Only Areas. Patrons shall not be permitted in any areas designated as "staff only" unless otherwise permitted by the Library Director or designee.
J. School Groups. School groups using the Library must have approval of the Library Director or designee and must have a teacher and other appropriate staff present to ensure that the students use the Library in conformance with these rules.

Rules for Personal Behavior:

A. Personal Property. Personal property brought into the Library is subject to the following:
    a. The Library personnel may limit the number of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as suitcases, duffle bags, or large plastic garbage bags.
    b. Personal possessions must not be left unattended or take up seating or space if needed by others.
    c. The Library does not guarantee storage for personal property.
    d. The Library is not responsible for personal belongings left unattended.
B. Food and Beverages. Limited types of food and beverages are permitted inside of the Library, but only in areas approved by the Library Director.
C. Unauthorized Use. Patrons must leave the Library promptly at closing time and may not be in the Library when it is not open to the public. Further, any patron whose privileges to use the Library have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his or her designee, or the Library Board.
D. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials or equipment may be required to leave the building and shall not be able to remain on Library property.
E. Considerate Use. The following behavior is prohibited in the Library and in the Library building.
    a. Spitting;
    b. Running, pushing, shoving, or other unsafe physical behavior;
    c. Putting feet or legs on or climbing furniture;
    d. Using obscene or threatening language or gestures.
F. Panhandling or Soliciting. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of

products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.

G. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.

H. Campaigning, Petitioning, Interviewing and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting on Library grounds as follows:
    a. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting are prohibited inside the Library building.
    b. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, and soliciting outside the Library building but on Library property are subject to the following requirements:
        i. Persons or groups are requested to sign in at the Checkout Desk in advance.
        ii. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
        iii. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to the areas 30 feet from all entrances.
        iv. No person shall block ingress or egress from the Library building.
        v. Permitted times will be limited to the operating hours of the Library.
        vi. Campaign material, literature, or petitions may not be posted at the Library or left on Library property.

I. Sales. Selling merchandise on Library property without prior permission from the Library Director is prohibited.

J. Distributions: Postings. Distributing or posting printed materials/literature on Library property not in accordance with Library policy is prohibited.

K. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited. Library materials may not be taken into restrooms.

L. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; and (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited.

M. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with staff or patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues), or noises from electronic,

entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited.

Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.

N. Odor. Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume, or cologne, that causes a nuisance is prohibited. (For example, if the patron's odor interferes with staff or other patrons' use of the Library, the patron violates this Policy).
O. Phones. Phone calls are prohibited in the Library, except in the lobby and study rooms. Those patrons desiring to use phones to place or receive calls must use them outside of the Library buildings or in the Library's lobby or study rooms. Phones shall be placed on silent or vibrate mode upon entering the Library.
P. Library Policies. Patrons must adhere to all Library Policies.
Q. Identification. Patrons must provide identification to Library staff when requested.
R. Tables or Structures on Library Property. No person may use or set up a table, stand, sign or similar structure on Library property. This does not apply to Library-sponsored or co-sponsored events.
S. Smoking; Tobacco Use. Smoking, using e-cigarettes, vaping, or chewing tobacco is prohibited on Library property.
T. Shirts and Shoes. Shirts and shoes are required and must be worn at all times inside the Library.

Rules for the Use and Preservation of Library Materials and Property:

A. Care of Library Property. Patrons must not deface, vandalize, damage, or improperly remove Library materials, equipment, furniture, or buildings. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. Patrons shall not cause damage by returning books containing insects/vermin or bringing insects/vermin into the Library.
B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Chelsea District Library Policy 450: Internet Access and Public Computing Use.
C. Equipment. Library phones and staff computers are for staff use only.
D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.
E. Use of Tables and Computers. Only 4-6 people may be seated at a study table and no additional people may stand around any one study table. Maximum number depends on the size and location of the table.

Children in the Library:

A. Use by Children. Children are welcome and encouraged to use the Library at all times. The Library desires to make each visit an important one for the child. A "Child" means a minor under the age of 18.
B. Rules and Regulations Regarding Children.
    a. All patrons, including children, are expected to comply with the Library's policies. Parents, guardians or responsible caregivers shall review and be fully aware of

all Library policies governing children, particularly Chelsea District Library Policy 450: Internet Access and Public Computing Use.

b. Parents, guardians and caregivers are responsible for the behavior and supervision of their children regardless of age while in the Library or on Library property.
c. Library staff will not be expected to supervise or monitor children's behavior.
d. Children under the age of 8 must be attended by a parent, guardian or responsible caregiver. The parent, guardian or responsible caregiver (who must be at least 12 years old) shall remain in the Library at all times. If a child under the age of 8 is attending a Library-sponsored program on the premises, the parent, a guardian, or responsible caregiver is to remain on the premises for the duration of the program.
e. Children of any age who, because of developmental disability, mental illness, or physical disability, require supervision or personal care shall be attended by a parent, guardian or responsible caregiver at all times.
f. Children under the age of 6 must be within the visual line of sight of a parent, guardian, or responsible caregiver at all times, including during programs and visits to the restroom. Children under the age of 6 may not be left in the library alone.
g. Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons. Further, staff will not be responsible for children 8 years or older who may be asked to leave the Library if the child is in violation of Library policy.
h. We request that all unattended children be picked up at least ten minutes before closing time. Parents, guardians and responsible caregivers need to be aware of when the Library closes.
i. Children 8 years or older should know the telephone numbers of their parents or guardians and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls.
j. Contact of Parent or Guardian. Library staff will attempt to contact a parent, legal guardian, custodian, or caregiver when:
    i. The health or safety of an unattended child is in doubt.
    ii. A child is frightened while alone at the Library.
    iii. The behavior of an unattended child violates Library policy.
    iv. The unattended child has not been met by a parent, legal guardian, custodian, or responsible caregiver at closing time. A child is considered unattended at closing time if the child is under the age of 8 or the child needs assistance procuring transportation.
    v. Unattended Children at Closing. If a parent, legal guardian, custodian, or caregiver cannot be reached by closing time or fails to arrive 30 minutes after being contacted, Library staff will contact law enforcement officials to take charge of the situation involving the unattended child. Library

employees are not permitted to transport an unattended child or vulnerable adult under any circumstances.

vi. When the parent, legal guardian, custodian, or caregiver arrives to pick up a child after closing, the staff member shall explain the Library's policy and provide a copy of this policy.

Disciplinary Process for Library Facilities:

Pursuant to Chelsea District Library Policy 435: Library Violations Enforcement Policy, the Library Director or the Director's designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this policy. If necessary, the local police may be called to intervene.

Right of Appeal:

Pursuant to Chelsea District Library Policy 170: Right of Appeal, patrons may appeal a decision to limit or suspend privileges.

Anne Merkel, Board Secretary
1-16-18