

Library Policy No. 18

Subject: RULES OF CONDUCT

Adopted by the Board May 9, 1984; Revised March 10, 1993; Revised February 14, 1996; Revised April 18, 2000; Revised September 13, 2000; Revised January 10, 2004; Revised November 10, 2004; effective February 1, 2005; Revised December 14, 2005; Revised August 9, 2006; Revised May 12, 2010; Revised August 8, 2012; Revised May 20, 2015; Revised June 10, 2015; Revised May 9, 2018; Revised February 13, 2019

In order to provide a safe and appropriate environment within the library, which facilitates the use of the library's resources and services and protects library property, it is necessary for basic rules of courtesy and responsibility to be followed by library users of all ages.

The following behaviors will result in eviction from the library building and/or suspension of library privileges:

- **ASSAULT (VERBAL AND/OR PHYSICAL).**
- **DEFACING AND/OR DESTROYING LIBRARY OR LIBRARY USER PROPERTY (VANDALISM).**
- **THEFT OF LIBRARY PROPERTY AND/OR LIBRARY USER PROPERTY.**
- **CREATING EXCESSIVE/DISRUPTIVE NOISE.**
- **DISRUPTIVE BEHAVIOR.**
- **LOITERING.**
- **USE OF PROFANITY OR OFFENSIVE/ABUSIVE LANGUAGE.**
- **TRESPASSING. (Remaining in the building when asked to leave or attempting to enter the building when under suspension of library privileges)**
- **LEAVING CHILDREN UNDER ELEVEN (11) YEARS OF AGE WITHOUT DIRECT SUPERVISION. (Per West Bloomfield Township Code Ordinances Chapter 15, Article III, Section 15 – 56, Abandonment of Children)**
- **UNAUTHORIZED USE OF THE COMPUTER NETWORK. (Failure to comply with the Library's Access to Electronic Information Policy)**
- **UNAUTHORIZED USE OF LIBRARY FACILITIES. (Such as engaging in commercial/for-profit/fundraising activities on library property or soliciting,**

conducting surveys, petitioning, canvassing, gambling and distributing or posting materials not authorized by the library within the building)

- **CONSUMING FOOD ANYWHERE IN THE BUILDING.** (Except in the authorized casual study room at the Main Library)
- **CONSUMING BEVERAGES IN THE BUILDING WHILE USING/SEATED AT A LIBRARY COMPUTER OR TABLET.** (Beverages may be consumed in all other locations within the building but must be in **covered containers.**)
- **SMOKING/VAPING OF ANY TYPE, INCLUDING ELECTRONIC CIGARETTES, ANYWHERE IN THE BUILDING, ON THE TERRACES, UNDER THE COVERED WALKWAYS OR WITHIN 30 FEET IN ANY DIRECTION OF ANY ENTRANCE.**
- **POSSESSION OR USE OF TOBACCO OR ELECTRONIC CIGARETTES ANYWHERE ON LIBRARY PROPERTY BY A MINOR.** (Per West Bloomfield Township Code Ordinances Chapter 15, Article VII, Division 3, Section 15 – 240, Use or possession of tobacco, vapor and alternative nicotine delivery products by minors)
- **NOT WEARING SHOES IN THE BUILDING.**
- **BRINGING ANIMALS INTO THE BUILDING.** (Except service animals as permitted under the Americans with Disabilities Act)
- **DISRUPTIVE USE OF CELL PHONES OR OTHER ELECTRONIC EQUIPMENT IN THE BUILDING. CELL PHONE USE IS PERMITTED ONLY IN THE CASUAL STUDY AND LOBBY AREA AT THE MAIN LIBRARY, THE VESTIBULE AREA AT THE WESTACRES BRANCH AND THE YOUTH ACTIVITY CENTER AT BOTH FACILITIES WHEN A PROGRAM IS NOT IN SESSION.** (Users are required to move to a designated area when using a cell phone. Audible cell phone ringers must be turned off at all times while in the building.)
- **RUNNING, PUSHING, SHOVING, FIGHTING (WHETHER REAL OR PRETEND)**
- **NO WEAPONS, EXCEPT THOSE PERMITTED BY LAW**
- **GATHERING SOCIALLY IN A DISRUPTIVE MANNER IN THE BUILDING AND ON LIBRARY PROPERTY**
- **ACTING IN A CONFRONTATIONAL, BELLIGERENT AND/OR INTIMIDATING MANNER WITH LIBRARY STAFF AND/OR OTHER LIBRARY USERS**
- **FAILURE TO FOLLOW A STAFF MEMBER'S DIRECTIONS AND/OR REQUEST**

- **POSSESSING, SELLING, DISTRIBUTING, CONSUMING OR BEING UNDER THE INFLUENCE OF ANY ALCOHOLIC BEVERAGE OR CONTROLLED SUBSTANCE**
- **INAPPROPRIATE USE OF TUTORIAL AND GROUP STUDY ROOMS** (Failure to comply with the Library's Tutorial Room/Group Study Room Usage Policy and Guidelines)

Library security monitors, staff and the West Bloomfield Township Police Department enforce these rules. Actions that violate federal, state or local law will be prosecuted.

Library user identification, that is, name, address and telephone number may be requested.

A group of individuals that has been warned of disruptive behavior and/or excessive noise and continues to exhibit the behavior will be asked to leave the facility. Repeated disruptive behavior and/or other violations of the Library's Rules of Conduct will result in the permanent suspension of library privileges.