



ALGANSEE • BRONSON • COLDWATER
QUINCY • SHERWOOD • UNION TWP.

CODE OF CONDUCT POLICY

Adopted: August 23, 2005

Last Revised: June 20, 2022

The purpose of this Code of Conduct is to allow all patrons of the Branch District Library to use its facilities fully during regularly scheduled hours, to protect the rights of others to conduct Library business without interference, and to preserve Library materials and facilities.

On the premises of the Branch District Library, the violation of any federal or state law or local ordinance will also be regarded as a violation of the Code of Conduct.

1. Patrons shall engage in activities associated with the use of a public library. Patrons not reading, studying, or using library materials and/or equipment may be required to leave the building.
2. Shirts and shoes are required to enter the library premises.
3. Patron behavior becomes unacceptable when it infringes on the rights of others, or when it interferes with Library employees' performance of their duties. Unacceptable behaviors include, but are not limited to, any form of harassment that could result in physical, emotional, or mental injury to oneself or others.
4. Solicitation of library patrons is not permitted on library premises. This includes fundraising, surveys, petition drives, or similar efforts.
5. Patrons carrying telephones, or other electronic devices, are expected to turn ringers off, or turn them down to their lowest level while in the library. Phone calls or other noisy electronic communication must be made in designated areas in the Library.
6. Personal possessions should not take up space needed by other library patrons or interfere with the normal operation of the Library. The library is not responsible for unattended personal belongings.



BDL ADMINISTRATIVE OFFICES

10 E. Chicago St., Coldwater MI 49036
Tel.: 517-278-2341 • Fax: 517-278-2342
info@BranchDistrictLibrary.org

7. Patrons may consume food or beverages (beverages must have lids on them) in specially designated places. Smoking, use of tobacco products, and use of any kind of electronic cigarette, are all prohibited.
8. Patrons shall not deface or mar library materials, nor shall they deface, mar or in any way destroy or damage library furnishings, structure, equipment or other library property.
9. The use of any wheeled recreation device is prohibited in the Library.
10. Patrons shall not violate the provisions of the Library's "Internet Acceptable Use Policy", including exceeding computer access time limitations or disregarding requests by library staff to terminate computer use.
11. Patrons may not bring pets or animals into the Library, other than service animals.
12. Any materials removed from the Library must be checked out on a valid library card.
13. Members of the Branch District Library staff and Board are concerned for the safety of juveniles. However, they cannot act as babysitters nor keep watch over juveniles. Juveniles, either accompanied by an adult or left unattended, are the responsibility of their parents or legal guardians who are liable for their juvenile's behavior in the library, for damage to materials, equipment, and furnishings, and for injury to themselves and others.
 - a. Juveniles should be at the library only with the knowledge of a parent or legal guardian and shall be engaged in activities associated with the use of the Library.
 - b. Parents or guardians must pick up their juveniles promptly so that they are not forced to wait for lengthy periods in the Library. Members of the staff are instructed to contact the police before leaving when unattended juveniles are left at the Library at closing time. Staff will wait until police arrive.
 - c. Library staff will contact parents if a juvenile's behavior presents problems or if the Code of Conduct Policy is not followed.

Anyone not abiding by these or other rules and regulations of the Library may be asked to leave the Library premises and may forfeit their library privileges. Library employees may call the local police if necessary.

Any person denied library privileges may appeal that decision to the Library Board either by contacting the Director or by submitting a written request for review to the Board.