

## USER CONDUCT POLICY

To better serve all library users, we have established rules and standards of acceptable behavior to ensure an environment conducive to library use. Library staff is responsible for maintaining a pleasant atmosphere, and a clean and safe building. Library patrons are responsible for behaving in an acceptable and courteous manner.

Patron behavior becomes unacceptable when it infringes on the rights of others. Unacceptable behaviors include any form of harassment, which could result in physical, emotional, or mental injury to oneself or others. Unacceptable behaviors also include any action that could result in damage to the facilities, equipment or materials. Proper attire must be worn at all times, including shirt and shoes.

Violations of this Policy may result in a verbal warning, or in some cases, expulsion from the Library by a member of the Library staff. Failure to comply with the policy after being notified of a violation by a library staff member may result in law enforcement being summoned and violators being prosecuted in accordance with applicable ordinances or laws.

The Library staff may exclude from the use of the Library and/or withhold Library privileges from any and all persons who shall violate this Policy. . “Withholding Library privileges” is defined as meaning that an individual may not enter or use the Clinton Township Public Library or may not use certain services of the Library. Such exclusion from the Library or withholding of Library privileges shall occur for a specified period of time based on the severity of the violation and the frequency and the member of prior violations and subject to the guidelines below.

Level 1 violation	Verbal Warning (no written report) or up to one (1) day suspension from library grounds
Level 2 violation	Up to three (3) days suspension from library grounds
Level 3 violation	Up to seven (7) days suspension from library grounds
Level 4 violation	Up to thirty days suspension from library grounds
Level 5 violation	Up to one (1) year suspension from library grounds

Repeated Level 1 violations or violations of Level 2 or higher will result in written documentations to parents or guardians of minor patrons.

Any patron who loses library privileges as a result of this Policy may appeal the decision within five (5) business days to the Librarian Director (517-456-4141), whose decision is final

Examples of unacceptable behavior include, but are not limited to:

1. Disorderly behavior of any kind, including noise that disturbs others or boisterous physical behavior
2. Harassment/physical, sexual, or verbal abuse, in any form, of other library users or library staff
3. Engaging in behavior or language that is offensive, obscene or intimidating to other
4. Abandoning or leaving young children (age 7 and under) unattended
5. Abusing or vandalizing library facilities, equipment or material
6. Drinking or eating, outside of meeting rooms or library-sanctioned events
7. Intoxication or being under the influence of illegal drugs
8. Chewing or smoking tobacco
9. Loitering or sleeping
10. Using restrooms for bathing
11. Roller blading, scooter use, skating or skateboarding
12. Loitering near or blocking library entrance and exits
13. Obstructing aisles, doorways, or playing on the elevator or stairs
14. Soliciting or selling
15. Engaging in illegal activities within the library or on the library grounds
16. Using cell phones, gaming, audio or similar devices inside library facilities in a manner that disturbs others
17. Leaving personal property in the library unattended. The library is not responsible for lost, damaged, or stolen property.
18. Entering office or staff areas uninvited
19. Bringing animals into the building, other than trained assistance animals
20. Violating the provisions of the In-House Internet Use Policy, including exceeding computer access time limitations or disregarding requests by Library staff to terminate computer use
21. Failure to wear proper attire, including shirt and shoes
22. Using furniture, materials, or equipment improperly

UNATTENDED CHILD POLICY

The Clinton Township Public Library welcomes all children to use its facilities and services. The following guidelines are established to offer the safest possible environment for children at the library.

1. The library is not responsible for the safety or supervision of minor children while on library property or during travel to and from library property.
2. Parents are responsible for the behavior of their minor children in the library, whether or not the parent is present.
3. Children age seven and younger must be accompanied by an adult or caregiver at least twelve years of age when visiting the library. If the child is attending a program, the adult or caregiver must remain in the building.
4. Children age eight and older may visit the library by themselves and are subject to the User Conduct Policy regarding acceptable behavior in the library.
5. If a child age seven or younger is found without an adult or caregiver, a library employee will:
  - a. Make every effort to contact the adult or caregiver.
  - b. Contact the Clinton Police Department, if the adult or caregiver cannot be located within thirty minutes.
6. Parents will be notified if a child is still in the library without a ride at closing time. If a parent cannot be contacted, the Clinton Police Department will be notified.