



MUSKEGON AREA DISTRICT LIBRARY

Code of Conduct

To maintain pleasant facilities for all library patrons at all library locations, the MADL Board of Trustees has adopted the following Code of Conduct.

1. Tobacco, tobacco products, or e-cigarettes may not be used anywhere on library premises.
2. Library patrons are not permitted to possess, consume or be under the influence of any intoxicant or any controlled substance (except as may be authorized by prescription) on library premises.
3. All weapons are banned from library premises to the fullest extent permitted by law.
4. Patrons may not disturb others and staff in any manner. Patrons may not behave in a rowdy manner, stare at another person, follow another person about the building, play audio equipment so that others can hear it, sing or talk loudly, use profane or abusive language, or behave in any manner that can reasonably be expected to disturb others or staff.
5. Patrons may not display materials or make verbal comments or gestures that might reasonably be expected to offend or harass others.
6. Patrons need to be respectful of library furnishings including library equipment and materials, and may not deface, mark on, or mutilate any library furnishings, materials, or equipment. Patrons shall not remove or attempt to remove any library materials without first checking them out.
7. Patrons need to dress in an appropriate manner. Shoes (or other footwear) and shirts are required at all times for hygiene and safety purposes. Beverages in a covered container are permitted at computer workstations. Food may only be consumed in small amounts or in connection with events sponsored by the library.
8. Patrons may only use cell phones in designated areas (if available). Cell phone users need to set phones to vibrate when they enter the library.
9. Patrons may not take photographs or videos on library premises without the permission of the Librarian or designee and the permission of all those

photographed. Parents or guardians need to give permission for their minor children.

10. Patrons may not sleep in the library for more than 15 minutes.
11. Patrons may not use restroom facilities for washing or drying clothes, bathing, shaving, or any other purpose that might reasonably be considered inappropriate. Patrons may not disturb other library patrons or staff, or interfere with other library patrons' or staff members' use of the facilities through extremely poor personal hygiene.
12. People may not use roller blades, roller skates, or skateboards in or on library premises including parking lots, sidewalks or porches.
13. People may not solicit or beg on library premises.
14. Only animals needed for library programs and service animals are allowed in the library.
15. Patrons may not enter an area that is designated "Staff Only". Patrons may not remain in the library after closing time or after a request to leave, including emergencies and evacuation drills.
16. Patrons must follow library procedures when instructed to do so by library staff.
17. Patrons must provide identification when requested by library staff.
18. Patrons may not violate any local ordinance, state or federal law.
19. Patrons must conform to acceptable computer use policy. (See section 800.)
20. All patrons are expected to check out materials in accordance with existing library procedures before removing them from the library's premises. Briefcases, oversized bags, notebooks, overcoats, packages and shopping bags are subject to inspection.

Repeated failure to comply with any of these rules and regulations may result in suspension of library privileges and exclusion from library premises.