

Big Rapids Community Library  
426 South Michigan Avenue  
Big Rapids, MI 49307

## **Rules of Behavior Policy**

The purpose of the Big Rapids Community Library's Rules of Behavior is to protect the rights of individuals who are in the Library to use Library materials and/or services, to protect the rights of staff members to conduct Library business without interference, and to preserve Library materials and facilities.

According to Michigan Statutes, the Library Board may exclude from use of the Library any and all persons who shall willfully violate such reasonable rules and regulations as the Library Board may adopt. (MCL 397.206) Such exclusion from this Library shall occur on the orders of the Director or Director Designee. In this document, withholding library privileges is defined as meaning that an individual may not enter or use the Library.

The Big Rapids Community Library hereby adopts the Rules of Behavior attached to this declaration of policy, and directs the Library Director to institute the necessary proceedings for enforcement. The Library Director is further authorized to propose additional Rules of Behavior to the Board as the need may arise.

Any individual whose library privileges have been revoked for one year will receive a letter of provocation from the Big Rapids Community Library Board.

## **Rules of Behavior**

On the premises of the Big Rapids Community Library, the violation of federal or state law, or local ordinance will also be regarded as a violation of Library Rules. The Big Rapids City Charter and Ordinances, especially those on disorderly conduct in public places are also applicable to behavior in the Library. The laws and ordinances that follow are cited by way of illustration and not limitation.

It is the policy of the Big Rapids Community Library:

### **Level I Behaviors**

- To require that patrons wear shirts and shoes, or other footwear, at all times in the Library for hygiene and safety purposes. Exceptions to this rule may be made for patrons under the age of 3 years.
- To prohibit persons with extremely poor personal hygiene from disturbing other library patrons or staff, or interfering with the use of Library facilities by other patrons or staff.
- To prohibit foods or beverages in the Library except in staff or other designated areas.
- To prohibit the use of roller blades, roller skates, or skateboards on the premises of the Big Rapids Community Library.
- To prohibit bringing bicycles into the Library building, securing bicycles to the railing on the front steps, or parking bicycles in such a manner that they obstruct patrons entering or exiting the Library.
- To prohibit all campaigning, petitioning, interviewing, survey taking, soliciting sales, or other speech or conduct which results in the disruption of normal library activities.
- To prohibit board games, gambling, card playing, or other games of chance or skill on Library premises.
- To prohibit the use of photography, film, or television equipment without the permission of the Director or Director Designee.
- To prohibit the trespass of Library users in Library offices and other non-public areas, unless accompanied by a Library staff member, or through prior arrangement with the Director or Director Designee.
- To ban conversation or other sounds in louder volume than the general noise level of the area of the Library being used.

- To permit quiet conversations between patrons and/or staff members, or conversations required to carry on Library programs or business. This rule is designed to preserve a reasonably quiet atmosphere where Library patrons may read, study, and otherwise use Library materials without disturbance. Seating may be limited to no more than four people per table if the group causes a disturbance or blocks access to Library facilities by Library staff or patrons.
- To require that audio equipment be operated using headphones and at a volume that cannot be overheard by others.
- To prohibit sleeping in the Library.
- To prohibit patrons from putting their feet on Library furniture.
- To prohibit patrons from washing or drying clothes and bathing in the restrooms.
- To permit activities associated with the use of the Library. Patrons not reading, studying, or using Library materials may be required to leave the building.
- Parents and other adults accompanying minors are responsible for ensuring that the minors follow the library's policies and procedures. The Library should not be used in place of appropriate child care.
- Follow library policies and procedures about the use of Library materials, services and computers.
- To prohibit the removal of materials not checked out to the patron in accordance with the Library's standard check-out procedures.

Persons who violate the above Rules may be subject to prosecution for violations of law and shall be subject to withholding of Library privileges as follows:

FIRST OFFENSE: one warning, then out for the day

SECOND OFFENSE: library privileges will be revoked for one month

SUBSEQUENT OFFENSES: library privileges will be revoked for one year

## Level II Behaviors

In accordance with City Ordinances and the Library rules, no person on Library premises shall:

- Consume alcohol or other substances to the extent that his or her normal faculties are visibly impaired, and/or to the extent he or she endangers the safety of another person or property.
- Possess alcoholic beverages.
- Remain in the building, or in any part of the building, after its regularly scheduled closing time, or after being told to leave by a Library staff member.
- Smoke electronic cigarettes, or traditional cigarettes, in the library or within 15 feet of the playground on the grounds of the Big Rapids Community Library, or within 15 feet of the exterior doorways of the Library building while the Library is open.
- Persist in disturbing the public peace and quiet by loud or aggressive conduct, boisterous behavior, running, profanity, or abusive language.
- Select or accost any other person for the purpose of inducing participation in any illegal activity.
- Knowingly harass or bully any other person on the Library premises; [harass is defined as any verbal or non-verbal conduct which is specifically intended to frighten, embarrass, anger, annoy, or torment repeatedly and persistently the person or persons who are the target of such behavior, and the person accused has reason to know that his or her actions are likely to produce such reactions.]
- Summon, without any good reason, by telephone or otherwise, any police or fire department personnel, or any public or private ambulance.

Persons who violate the above Rules may be subject to prosecution for violations of law and shall be subject to the withholding of Library privileges as follows:

FIRST OFFENSE: person must leave library for the rest of the day

SECOND OFFENSE: library privileges will be revoked for one month

SUBSEQUENT OFFENSES: library privileges will be revoked for one year

## **Level III Behaviors**

In addition, on Library premises, no person shall:

- Engage in any fight.
- Knowingly damage, deface, or mar library materials including books, magazines, recordings, or other items of the Library collection.
- Knowingly deface, mar, or in any way damage or destroy Library furnishings, walls, computers, electronic devices, or other Library property or any other property not their own.

Persons who violate the above Rules may be subject to prosecution for violations of law and shall be subject to the withholding of Library privileges as follows:

FIRST OFFENSE: Library privileges will be revoked for one month

SUBSEQUENT OFFENSES: Library privileges will be revoked for one year

## **Level IV Behaviors**

In addition, on Library premises, no person shall:

- Commit an assault, or an assault and battery upon any person.
- Commit the offense of larceny.
- Engage in any indecent or obscene conduct or make any indecent exposure of his or her person.
- Engage in sexual conduct or lewd behavior.
- Use, giveaway, sell, or possess any other controlled substance, except possession by lawful prescription is not prohibited.

The Big Rapids Community Library also specifically prohibits possession of any of the following items on Library premises:

- Knives, billy clubs, blackjacks, nunchuks, or throwing stars.
- Paint ball guns, or toy weapons that use compressed air, CO<sub>2</sub>, or mechanical propulsion of any type.

- CS, Mace, or other devices capable of carrying a combination of active and inert ingredients, and which ejects, releases, or emits o-chlorobenzylidene malononitrile (tear gas), or any other gas, or substance which will temporarily or permanently disable, incapacitate, injure, or harm a person with whom the gas substance comes in contact.
- Portable devices or weapons directing an electrical current, impulse, wave, or beam which are designed to temporarily incapacitate, injure, or kill.
- Fireworks, or any other explosive device.

Any of the actions identified or the possession of any item defined in this section on Library premises shall result in the immediate revocation of Library privileges and may also result in prosecution for violations of law.

Notwithstanding the foregoing provisions, any person may, without prior notice or warning, be immediately removed from the Big Rapids Community Library if his or her presence or conduct on the premises poses an immediate or imminent danger to any person or property.

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The Library Board of the Big Rapids Community Library reserves the right to amend any or all of the above regulations or restrictions without notice at any time.

Adopted November 13, 1997, by the Big Rapids Community Library Board; amended February 12, 2015.