

## Policy Statement

The Comstock Township Library serves a variety of patrons, each of whom has an equal right to use the library. Rules of conduct have been established to provide a safe and welcoming atmosphere for all patrons and staff on the library's premises which includes the building, grounds, and parking lots.

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## Regulations

1. Patrons shall engage in activities associated with the use of a public library.
2. Conduct that disturbs others or interferes with any person's comfort or safety is not permitted on the library's premises, such as:
  - A. Making loud or unnecessary sounds or noises which disturb the quiet of the library, other persons, or library staff including, but not limited to, talking or singing disruptively or in monologues, playing audio equipment so others can hear it, or allowing cell phones to ring.
  - B. Intentionally behaving in a manner that can be expected to offend, disturb, or annoy others including, but not limited to, running, fighting, spitting, throwing items, staring at or following another person, unwelcome talking to others, or using profane, obscene, or abusive language or gestures.
  - C. Video recording or taking photos in restroom areas.
  - D. Interfering with staff's performance of duties in the library or on library property including engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
  - E. Sleeping.
  - F. Damaging library property.
  - G. Removing a library item from the building without permission or without checking it out. All personal belongings are subject to inspection.
  - H. Panhandling or soliciting staff or patrons for money, products, or services inside the library or on library property. Sales of products or services that are incidental to

library activities may be permitted if approved in advance by the library director.

- I. Smoking, vaping, chewing tobacco, or using e-cigarettes, matches, or other incendiary devices in the library building or within 25 feet of the library's entrances.
- J. Having odor so offensive as to constitute a nuisance to other persons including, but not limited to, body odor due to poor personal hygiene, overpowering perfume or cologne, or odors from items brought into the library.
- K. Possessing, selling, distributing, or consuming alcoholic beverages, cannabis, illegal drugs, or drug paraphernalia.
- L. Exhibiting behavior of being intoxicated or under the influence of drugs.
- M. Possessing of a weapon not authorized by law<sup>1</sup>.
- N. Not wearing a shirt, shoes, or other appropriate articles of clothing.
- O. Engaging in public displays of affection, disrobing, partially or completely, or engaging in sexual activity.
- P. Misuse of restrooms including laundering, shaving, hair cutting, bathing, or sexual activity. Unless a parent or guardian is assisting a child or a patron is assisting another person with a disability, there shall only be one person to a restroom.
- Q. Using skateboards, bicycles, or other wheeled form of recreation equipment anywhere other than on the sidewalks. Use of such equipment for acrobatics is prohibited.
- R. Consuming food other than in designated areas or at an authorized library program. Light snacks are permitted anywhere except at the computer stations or in the Local History Room. Other food is permitted only in the lobby or at the booth on the lower level. All areas shall be left clean after use. Beverages in closed containers are allowed anywhere.

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<sup>1</sup> It is a violation of the law for anyone under the age of 21 to bring a firearm into the library unless (s)he is under the direct supervision of someone over the age of 21, and only under the parameters of federal and state law. Threatening behavior such as shaking or waving a gun menacingly, exhibiting a gun in an aggressive manner or a conspicuous or vainglorious display of a gun is not allowed. Individuals carrying concealed guns must have a concealed weapons permit on their person. Michigan Firearms Act, P.A. 372 of 1927.

- S. Bringing animals including those for emotional support, comfort, or therapy on the premises other than a trained service dog or miniature horse or those that are part of an authorized library program.<sup>2</sup>
  - T. Bringing large parcels, luggage, or large plastic bags into the library, unless part of a library program. The library staff may limit the number of parcels carried into the library.
  - U. Leaving personal possessions unattended for extended periods of time or placing them in a manner that prevents access to collections, doors, exits, walkways, or unoccupied tables or chairs.
    - i. The library is not responsible for personal belongings left unattended and library staff is not permitted to watch or guard personal belongings.
    - ii. The library does not guarantee storage for personal property.
  - V. Committing or attempting to commit an activity in violation of federal, state, or local laws, ordinances, or regulations.
  - W. Entering a designated staff area of the library including offices, workrooms/areas, storage spaces, or behind service desks without permission from a library staff member. Any patron found in a library staff area must exit the staff area immediately when asked to do so by a library staff member.
  - X. Refusing to abide by the library's policies and regulations or a request by a staff member, including to provide identification and phone number.
3. Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall initiate a call to the police.
4. The library Board of Trustees authorizes library staff and law enforcement officers to enforce the library's rules of conduct policy and other regulations including requesting a patron to leave the premises, long-term or permanent suspension of library privileges, or prosecution.
5. Persons entering or refusing to leave the premises after being evicted or banned will be charged with trespassing.

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<sup>2</sup> The Americans with Disabilities Act (ADA) defines a service animal as a dog that is individually trained to perform tasks or do work for the benefit of a person with a disability. Under current Michigan law, only dogs and miniature horses can be service animals.

6. A patron whose privileges have been suspended or revoked may have the decision reviewed by the board of trustees.

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Approved: February 10, 2020; Revised: September 12, 2022; Revised: March 11, 2024  
Comstock Township Library Board of Trustees