

## TECUMSEH DISTRICT LIBRARY POLICY

**POLICY NUMBER: O – 01**

**SUBJECT: CODE OF CONDUCT**

The Tecumseh District Library seeks to provide quality library service to all patrons. The following code of conduct has been adopted for the comfort and protection of the rights of all those using and working in the Tecumseh District Library. The library employees will enforce this code in a courteous but firm manner.

1. Engaging in Proper Library Activities – Patrons shall be engaged in activities associated with the use of the Library while in the building. Patrons not engaged in reading, studying or using library materials or facilities shall be required to leave the building.
2. Restrooms – Misuse of restrooms, including laundering, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited.
3. Harassment – Staring, photographing, following, stalking, harassing, or threatening library users or staff while in the Library or on Library property so that it interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited.
4. Interference with Staff – Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes 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.
5. Staff Areas – Patrons shall not be permitted in any areas designated as "staff only" or in the basement unless otherwise permitted by the Library Director.
6. Equipment – Library phones and staff computers are for staff use only.
7. Loud Noise – Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons, including those from electronic, entertainment, and communication devices, such as cell phones, headphones, and radio is prohibited.
8. Patrons will be warned once and requested to leave if the unacceptable behavior continues.
9. The Library Director may suspend or revoke library privileges for such unacceptable behavior and the police may be called.

Approved 07/18/2012

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10. If a patron wishes, their ejection may be appealed to the Board of Trustees.

POLICY APPROVED: \_\_\_\_\_

EFFECTIVE: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_