

TECUMSEH DISTRICT LIBRARY POLICY

POLICY NUMBER: O – 01

SUBJECT: CODE OF CONDUCT

I. Introduction.

The Tecumseh District Library (the “Library”) is open for specific and designated civic, educational, and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy (“Policy”) is to assist the Library in fulfilling its mission as a strong community partner providing quality service, access to ideas, information, experiences, and resources to support and enrich people’s lives.

The following rules of conduct shall apply to all buildings (interior and exterior), all grounds controlled and operated by the Library (“Library Property”), and to all persons entering in or on to Library Property, unless otherwise specified.

II. Rules for a Safe Environment.

- A. Violations of Law. Committing or attempting to commit an act in violation of federal, state, or local law, ordinance, or regulation (including but not limited to assault, indecent exposure, larceny, removing Library material from Library Property without authorization through the approved lending procedures, vandalism, or copyright infringement) is prohibited.
- B. Weapons. Carrying guns, pistols, or other weapons, except as specifically permitted and exempt from local regulation by law, on Library Property is prohibited.
- C. Alcohol; Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library. Persons who are noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.
- E. Recreational Equipment and Personal Transport Devices. Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment (including toys that can be ridden) is not allowed in the Library or on Library Property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Strollers and wagons for young children are permitted, but

must be parked in areas that do not block entryways or aisles. Wheelchairs, scooters, and other power-driven mobility devices are permitted in by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.

- F. No Blocking of Doors, Aisles or Entrances. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.
- G. Animals. Animals are not permitted in the Library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for Library programming. Animals may not be left unattended or be off-leash on Library Property.
- H. Incendiary devices. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
- I. Staff Only Areas. Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Director.
- J. School Groups. School groups using the Library must have approval of the Library Director and must have a teacher and other appropriate staff present to ensure that the students use the Library in conformance with these rules.

III. Rules for Personal Behavior.

- A. Personal Property. Personal property brought into the Library is subject to the following:
 - 1. The Library staff may limit the number of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags. Items must be small enough to fit under a chair at the Library.
 - 2. The Library is not responsible for personal belongings left unattended and Library staff is not permitted to guard or watch personal belongings.
 - 3. The Library does not guarantee storage for personal property.
 - 4. Personal possessions must not be left unattended or take up seating or space if needed by others.
 - 5. “Lost and Found” items will be held for 30 days.
- B. Food and Beverages. Food and beverages are only permitted in designated areas.

- C. Unauthorized Use. Patrons must leave the Library Property promptly at closing time and may not be in the Library when it is not open to the public. The Library does not permit overnight parking in the Library's parking lot. Further, any patron whose privileges to use the Library have been denied may not enter the Library or be on Library Property. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his or her designee, or the Library Board.
- D. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library Property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials shall be required to leave the Library and shall not remain on Library Property. This includes sleeping on Library furniture, the floor, or outside on Library Property.
- E. Considerate Use. The following behavior is prohibited in the Library or on Library Property:
1. Spitting;
 2. Running, pushing, shoving, fighting, throwing items, provoking a fight or other unsafe physical behavior;
 3. Climbing on furniture;
 4. Using obscene or threatening language or gestures;
 5. Engaging in sexual behavior (1) that is a violation of the law, (2) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property, or (3) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job.
- F. Panhandling or Soliciting for Money, Products, and Services. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.
- G. 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, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
- H. Campaigning, Petitioning, Interviewing, Protesting and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and

manner for campaigning, petitioning, interviewing, protesting, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:

1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, protesting, and soliciting are prohibited inside the Library building.
 2. Campaigning, petitioning, interviewing, protesting, survey-taking, pamphleteering, canvassing, and soliciting outside the Library building but on Library property are subject to the following requirements:
 - a. Persons or groups must sign in at the Checkout Desk in advance.
 - b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
 - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, protesting, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to areas 25 feet from all entrances.
 - d. No person shall block ingress or egress from the Library building.
 - e. Permitted times will be limited to the operating hours of the Library.
 - f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.
- I. Sales. Selling merchandise on Library Property without prior permission from the Library Director is prohibited.
- J. Distributions; Postings. Distributing or posting printed materials/literature on Library Property not in accordance with Library policy is prohibited.
- K. Restrooms. Misuse of restrooms is prohibited, including but not limited to any of the following activities:
1. Laundering or changing clothes
 2. Sleeping
 3. excessive personal grooming, such as shaving, hair cutting or trimming, bathing, shampooing or brushing teeth
 4. Any sexual activity
 5. Entering the restrooms when the "Out of Order" sign is posted.
 6. Entering the restrooms with library material or any item that the Library staff have asked that you not take into the restroom.
 7. Causing any damage to the restroom including but not limited to graffiti, vandalism, or other malicious behavior, such as clogging toilets or drains.
 8. Intentionally or deliberately failing to flush the toilet, resulting in Library staff intervention, is prohibited.

Unless a parent or guardian is assisting a child or a patron is assisting a person with a disability, there shall only be one person to a stall. Library materials may not be taken into restrooms.

- L. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, talking or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited; (3) would create or may result in a hostile work environment for Library staff; and/or (4) that violates Michigan or federal law.

- M. 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 or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Patrons may use headphones or earbuds but at a volume that cannot be heard by other Library patrons or staff.

Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.

- N. Odor. Offensive odor, including but not limited to, body odor due to poor personal hygiene, overpowering perfume or cologne, or odors from items brought into the Library, that causes a nuisance is prohibited. (For example, if the patron's odor interferes with staff or other patrons' use of the Library, the patron violates this Policy).

- O. Phones. Those patrons desiring to use phones to place or receive calls must use the phones quietly so as not to disturb other patrons or take calls outside of the Library building. Phones shall be placed on silent or vibrate mode upon entering the Library.

- P. Library Policies. Patrons must adhere to all Library Policies.

- Q. Identification. Patrons must identify themselves to Library staff when requested.

- R. Tables or Structures on Library Property. No person may use or set up a table, stand, sign or similar structure on Library Property without the Library Director's permission. This does not apply to Library-sponsored or co-sponsored events.

- S. Smoking; Tobacco or Marijuana Use. Smoking, using e-cigarettes, vaping, electronic nicotine delivery systems or chewing tobacco is prohibited on Library Property. Using, smoking or possessing marijuana on Library property is also prohibited.

- T. Attire. All patrons are expected to be fully dressed, including shoes and shirt, at all times while on Library property. Clothing must fully cover genitals, buttocks, and nipples with opaque material.

- U. Patron Use of Children's Area and Computers: The Youth area of the Library is intended for use by children and the parent, guardian or caregiver who accompanies them. Computers located in the Youth area are for children and adults who are accompanying a child. Adults who are not accompanied by a child may browse the collection but may not remain or be seated in the Youth area. In the interest of protecting children, any patron may be asked to leave the area if they are not using the Youth area for its intended purpose.

- V. Interactions with Other Patrons. Patrons are expected to alert Library staff if they are concerned about the behavior of another patron. Patrons must not approach and confront other patrons regarding the enforcement of Library rules and policies. Further, patrons are not permitted to direct other individuals regarding use of the Library's public spaces. For example, a Library patron may not prevent others from sitting at a table that is occupied by that patron or prevent others from browsing the collection in genealogy room that is occupied by that patron.

IV. Rules for the Use and Preservation of Library Materials and Property.

- A. Care of Library Property. Patrons must not deface, vandalize, damage, or improperly use or improperly remove Library materials, equipment, furniture, or buildings. Patron shall not load or install any programs or software on Library computers. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. Patrons shall not cause damage by returning books containing bedbugs, cockroaches or other pests or bringing such pests into the Library.

- B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.

- C. Equipment. Library staff computers are for staff use only.

- D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.

V. Violations and Appeal.

The Library Director or the Director's designee may restrict access to Library facilities pursuant to the terms of the Library Violations and Appeal Policy.

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POLICY APPROVED: 4/21/2026

EFFECTIVE: 4/21/2026

PRESIDENT: 

Approved 4/21/2026