

Reed City Public Library Patron Code of Conduct

One goal of the Reed City Public Library is to provide a pleasant setting and appropriate atmosphere for the use of educational, reference and popular library materials—in essence, to read, study, do research, use the library equipment or attend library programs.

It is a patron's responsibility to maintain necessary and proper behavior standards in order to protect his/her individual rights and the rights and privileges of other patrons. In order to provide a positive experience at the library for all persons, the library's board of trustees has adopted the following rules and regulations.

- Patrons shall respect the rights of other patrons and of library employees. Patrons shall not harass or annoy others through any activity.
- Patrons shall not interfere with the use of the library by other patrons or interfere with library employees as they perform their duties.
- Patrons shall not damage or deface library property.
- Patrons shall not possess or be under the influence of alcohol or drugs.
- Patrons may not use tobacco products anywhere in the building.
- Patrons shall enter the library appropriately attired, including shirt and footwear.
- Patrons may not use the public restrooms for personal bathing.
- Patrons must be sure that all library materials removed from the library are checked out on a valid card. Patrons shall be responsible for any of their fees or other charges in accordance with the Library's standard schedules. Failure to pay these fees may result in the suspension of borrowing privileges.
- Patrons shall take responsibility for their own belongings. The Library is not responsible for patrons' personal property.
- Patrons shall not run or disturb others by such activities as loud behavior, talk or music. With the exception of patrons using adaptive technology devices, patrons shall use head phones with all audio equipment and at a volume which cannot ordinarily be overheard by others.
- Patrons may use cell phones only at the discretion of library staff.
- Patrons shall not make any solicitations in the library or at the library's entrance.
- Children under the age of seven (7) must be accompanied by a caregiver (age 12 or older) at all times while in the library and never be left unattended at any time.
- Patrons shall not leave minors on the library property before or after open hours. If minors 12 or under are left after hours, the Reed City Police Department/Central Dispatch will be contacted to help resolve the situation. Two library staff members or Trustees will stay with the child(ren) until the matter is resolved.
- Patrons may not use skateboards, scooters or rollerblades in the library or anywhere on library grounds.
- Except for service animals, patrons shall not bring pets or animals into the Library, without prior authorization by the Library Director, or at the Library Director's request, the Library's Board of Trustees.
- If minors violate these rules, the following steps will be taken in this successive order if the preceding step is not followed by the violator(s):
 1. The minors will be asked to comply.
 2. The minors will be asked to leave.
 3. Parents will be notified.
 4. The Reed City police will be called.

These rules are enforced by library staff and the Reed City Police Department. Patron identification, including name, address, and telephone number may be requested. Any patron not abiding by these or other rules and regulations of the library may be required to leave the library premises and may forfeit their library privileges. Any patron may appeal to the Reed City Public Library Board of Trustees in respect to any action taken under this Code of Conduct. Actions that violate local, state, or federal law will be prosecuted.