

Manistique School & Public Library

Code of Conduct Policy

Purpose of Policy

The Manistique School & Public Library (MSPL) is dedicated to providing students, residents, and visitors with open access to ideas, information, and resources. All patrons have the right to a safe, welcoming, and orderly environment free from interference by others. To ensure this, all individuals using the library are expected to comply with these Standards of Behavior and to respect the rights of others, library staff, and library property.

The Manistique School & Public Library serves both Manistique Area Schools and the general public. Located within the school building, the library is shared by students, faculty, staff, and community members. These Standards of Behavior apply to all individuals using the library and its services.

General Expectations

Public library patrons, Manistique Middle/High School students, faculty, staff, and library staff are expected to obey all of the laws and ordinances of the United States, the State of Michigan, and the City of Manistique.

The staff of MSPL reserves the right to require any patron to verify his/her identity upon request of the MSPL staff or Library Director.

A parent or guardian is responsible for his or her child's behavior in the library, even if the parent or guardian is not with the child.

Patrons must leave the area at least as clean and tidy as they found it. Books, periodicals, and digital materials should be brought to the front desk to be reshelfed.

If a fire drill or tornado drill occurs while the public library is open, patrons must follow instructions completely. If the school building is locked down for a safety or security reason, patrons must remain in the library until the lock-down is lifted.

Patrons must leave MSPL before or at closing time.

Manistique Middle/High School students are required to follow the school's Code of Conduct.

Rules for a Safe Environment

1. Violations of Law- Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance, or regulation is prohibited.
2. Alcohol;Drugs- Consumption, possession, selling, or distributing any alcoholic or intoxicating beverages, marijuana, illegal drugs, or drug paraphernalia is prohibited on library premises, including the parking lot.
3. Animals- Animals are not permitted in the Library other than service animals for those individuals with disabilities, those used in law enforcement, or for Library programming.

Service animals must be under control of their handler at all times. Service animals may not be left unattended or be off leash on Library property.

4. 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.
5. Incendiary devices- The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
6. Recreational Equipment and Personal Transport Devices- Use of skateboards, rollerblades, roller skates, or other wheeled forms of recreational equipment is not allowed in the Library. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and other power-driven mobility devices are permitted for those with mobility limitations and/or disabilities.
7. Staff Only Areas- Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Director or library staff.
8. Weapons- Carrying guns, pistols, or other weapons is prohibited. See Manistique Area Schools Weapon Policy.
9. Photography- Photography that does not inhibit or prevent the use of the library by other patrons, is permitted in all public areas of the building. Photography may not be conducted in a manner that disrupts Library operations, interferes with another patron’s use of the Library, or violates the privacy or safety of patrons, students, or staff. The Library Privacy Act, MCL 397.601et seq, protects the confidentiality of library records and personally identifying information contained in those records.
 - a. Photography of Students- Because the library operates within a school facility and students may be present, photography or recording of students must not interfere with student safety, school or library operations, or the privacy of students. Individuals may not photograph or record students in a manner that is harassing, intimidating, disruptive, or otherwise inconsistent with library or district policy. When necessary to protect student safety, privacy, or the orderly operation of the school or Library, the Superintendent or designee may restrict or prohibit photography or recording and may require an individual to leave the premises in accordance with applicable district visitor policies.

Rules for Personal Behavior

Patrons visiting the Manistique School & Public Library are expected to adhere to all Library policies.

1. Attire- All patrons are expected to be fully dressed on Library premises. Wearing shoes while on Library premises is strongly recommended.
2. Considerate Use- the following behavior is prohibited in the Library or on Library premises:
 - a. Spitting, running, pushing, shoving, fighting, throwing items, provoking a fight or other unsafe physical behavior;
 - b. Climbing on furniture;
 - c. Using obscene or threatening language or gestures;

- d. 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.
3. Distributions; Postings- Any distribution or posting of printed materials on Library property must be approved by Library staff prior to posting to the bulletin board. Failure to receive approval will result in the poster being removed. The MSPL reserves the right to deny posting approval or to remove any posting if it is deemed unacceptable for public viewing due to wording, images, etc.
4. Food and Beverages- Food is not permitted in the library. Water is permitted only in covered, spill-resistant containers. Exceptions may be made for library programs, events, or activities where food and beverages are provided or permitted.
5. Harassment- Harassing, intimidating, threatening, stalking, or following patrons or staff, or engaging in behavior that disrupts library operations, interferes with another person's use of the library, creates a hostile environment, or violates federal, state, or local law is prohibited. Photographing, video recording, or audio recording patrons or staff without their permission in a manner that disrupts library operations or infringes on privacy is also prohibited.
6. Identification- Patrons must provide identification to the Library staff when requested.
7. Loud Noise- Patrons must keep noise at a level that does not disturb others or interfere with library services. Yelling, shouting, loud conversations, or excessive noise from electronic devices is prohibited. Headphones and earbuds may be used, provided the volume cannot be heard by others. Adults reading aloud to children should do so in a manner that does not disturb other patrons.
8. 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).
9. 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.
10. Personal Property- Staff will not be responsible for personal items or leaving personal items in the library. These items will be treated as lost. Smaller items will be kept in Lost and Found for up to two months. Larger items will be turned over to the Manistique Public Safety after 24 hours.
11. Phones- Phone calls are subject to all Code of Conduct rules including Loud Noise.
12. Restrooms- The restroom is provided for the convenience of library patrons and is to be used only for their intended purpose. Bathing, laundering, shaving, hair cutting, excessive grooming, sleeping, or other inappropriate activities are prohibited. Library materials may not be taken into the restroom. As the restroom is a public facility, the library cannot guarantee that they will be sanitized or free from germs between uses.
13. Sleeping- Sleeping on Library furniture, the floor, or on Library property is not permitted.

14. Smoking: Tobacco, or Marijuana Use- Use of smoking pipes, cigars, cigarettes, other lighted smoking equipment, e-cigarettes, vaping, other electronic nicotine delivery systems, or chewing tobacco is prohibited on Library premises. Rolling cigarettes, filling smoking equipment, or overtly displaying possession of marijuana on Library property is also prohibited.

Rules for the Use and Preservation of Library Materials and Property

1. Authorized Lending- Library materials may only be removed from the premises with authorization through established lending procedures.
2. Care of Library Property- Patrons must not deface, vandalize, damage, or improperly use or improperly remove Library materials, equipment, furniture, or building. Patrons 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 or bringing bedbugs into the Library.
3. Equipment- Library staff computers are for staff use only.
4. Internet Use- Patrons and visitors shall abide by the established time limitations and all other provisions of the Computer and Internet Access and Use Policy.

Youth Conduct and Unattended Children

Children are welcome and encouraged to use the Library during library operating hours. A “child” means a minor under the age of 18.

Rules and Regulations Regarding Children

1. All patrons, including children, are expected to comply with Library policies. Parents, guardians, or responsible caregivers shall review and be aware of all Library policies governing children, in particular the Library’s policies on computer and internet use.
2. Parents, guardians, and caregivers are responsible for the behavior and supervision of their children regardless of age while in the Library or on Library property.
3. Library staff will not be expected to supervise or monitor children or their behavior.
4. Children under the age of 10 must be attended by a parent, guardian, or responsible caregiver. If a child under the age of 10 is attending a Library-sponsored program on the premises, the parent, guardian, or responsible care-giver is to remain on the premises for the duration of the program.
5. Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons. Further, staff will not be responsible for children 8 years or older who may be asked to leave the Library if the child is in violation of Library policy.

Library staff will attempt to contact a parent, legal guardian, custodian, or caregiver when:

1. The health or safety of an unattended child is in doubt.
2. A child is frightened while alone at the Library.
3. The behavior of an unattended child violates Library policy.

4. The unattended child has not been met by a parent, legal guardian, custodian or responsible caregiver at closing time. A child is considered unattended at closing time if the child is under the age of 8 or the child needs assistance procuring transportation.
5. If a parent, legal guardian, custodian, or caregiver cannot be reached by closing time or fails to arrive within a reasonable time after being contacted, Library staff will contact law enforcement officials to take charge of the situation involving the unattended child. Library employees are not permitted to transport an unattended child or vulnerable adult under any circumstances.
6. If the parent, legal guardian, custodian, or caregiver can be reached by closing time, the staff member shall explain and provide a copy of the Library's policy.

Violation Procedures and Reinstatement

The Library Director or the Director's designee may restrict access to Library property with immediate dismissal of the patron from the Library property, by suspending the patron's access to Library property for a set period of time, or by denying access to specific services and/or programs pursuant to this policy. When necessary, the local police may be called to intervene.

1. Incident Reports: Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
2. Violation of the Policy- Suspension of Privileges. Unless otherwise provided in this policy, (see Section 3 below), the Library shall handle violations as follows:
 - a. *Initial Violation:* Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, they will be asked to leave the Library property for the day. If they refuse, the police may be called.
 - b. *Subsequent Violations:* The Library Director or the Library's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
3. Violations that Affect Safety and Security: 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 be handled as follows:
 - a. *Initial Violation:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director

or his/her designee may add additional time to the initial limitation or suspension period.

- b. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Library Director's authorized designee, may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.
- c. *Reinstatement.* The patron whose privileges have been limited or suspended (and the patron's parent or guardian if the patron is a minor) shall attend a meeting with the Library Director or the Library Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated. The Library Director may impose conditions for the reinstatement.

Right of Appeal

Patrons may appeal a decision to limit or suspend privileges or the conditions placed on reinstatement by sending a written appeal to the Manistique School Board of Education within (14) business days of the date of the decision. The decision of the Board of Education is final.

Manistique Area Schools Board of Education
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