

Appropriate Library Use Policy

The St. Clair County Library System is supported by the people of St. Clair County, who expect each of our facilities to be clean, comfortable, and safe. The Library is responsible for establishing rules of conduct to protect the rights and safety of library patrons, volunteers, and staff, and for preserving and protecting the library's materials, equipment, facilities, and grounds. Patrons of the library are governed by this policy, the Circulation Policy, the Internet Use Policy and all other applicable Library Policies.

1. **Patrons shall respect the rights of others. Patrons shall not interfere with the use of the library by other patrons, or interfere with library employees' or volunteers' performance of their duties.** Patrons shall not use abusive or obscene language, harass, verbally or physically threaten, come into physical contact or behave in a manner that may disturb others.
2. **Patrons shall be engaged in activities associated with the use of a public library** while in the building. Sleeping is not permitted in the building.
3. **Patrons shall not engage in any illegal activity while in the library building or on library grounds.**
4. **Patrons may not use cellular telephones in the library service areas.** Ringers should be turned off or set to vibrate upon entering the library.
5. **Patrons must wear proper attire while in the Library,** which includes a shirt or other covering of their upper bodies. Swimming suits are not appropriate attire. Feet are to be properly covered with shoes or sandals.
6. **Patrons whose bodily health or hygiene constitutes a nuisance to other persons shall be required to leave the building. This may include but is not limited to use of perfume or other artificial odor detectable at arm's length, lice or other parasites, open wounds or sores, violent illness or other offensive odors. Patrons that have wet or soiled clothing that may soil library furniture shall be required to leave the building as well.** Restroom facilities are not to be used for the changing or washing of clothes.
7. **Pets or animals shall remain outside the library,** other than those necessary for the physically disabled or part of a library-sponsored program.
8. **Other than those necessary for handicap patrons, the use of wheeled devices is not allowed in the library building or on the library grounds.** This includes skate boards, roller blades, bicycles, wheeled shoes, scooters and shopping carts (exceptions i.e. wheelchairs, walkers and strollers). At no time can such items block or create an obstacle to getting in or out of the building. Such items will be placed in a designated area at each library.
9. **The Library is a smoke-free and drug-free environment; this includes smoking, tobacco products, alcohol and drugs. Patrons shall not be under the influence of alcohol or drugs while in the library.**
10. **Any library materials removed from the library must be checked out** on a valid library card.
11. **Patrons shall not deface, destroy or mar** library materials, equipment or property. Littering inside the library or on library grounds is not permitted.

12. **Patrons shall respect copyright laws** and software agreements in the use of library equipment.
13. **Solicitation is strictly prohibited except for persons conducting business with the library and for the Friends of the Library.**
14. **Patrons should not leave personal items unattended.** The library cannot be responsible for lost or stolen items.
15. **As set forth in County Ordinance No. 01-70, carrying weapons of any type is prohibited except as the law permits. The term weapon is as defined in County Ordinance No. 01-70 Section 1B.**
16. **Patrons shall promptly leave the building at closing time or in an emergency.**
17. **The library reserves the right to inspect all bags and articles.**
18. **Covered drinks will be permitted in the library, however food is not permitted.**
19. **Safe Child policy is as follows:**

SAFE CHILD POLICY

The Library wants children to find the Library warm, inviting, enjoyable and secure. Because the staff has many duties to perform in order to help all of our patrons, they cannot monitor the whereabouts or behavior of children. A child could be lured away by a stranger or become ill. A child could wander outside and be injured. An emergency could dictate that we evacuate the building. Therefore, the behavior and welfare of children in the library are the responsibility of the parent, guardian or caregiver of the child.

1. Supervision of children:
 - a. Preschool children should be in sight of and supervised by a parent, guardian or responsible caregiver (12 years or older). Parents or caregivers of preschool children are expected to remain in the library while children are attending library programs.
 - b. Older children able to maintain proper library behavior may use the library unattended; otherwise they should be adequately supervised by a parent, guardian or responsible caregiver. If the adult feels it is unsafe for the child to leave the building without adult supervision, the child should not be in the Library unattended.
 - c. Children of any age with mental, physical or emotional concerns which require supervision shall be accompanied by a parent, guardian or responsible caregiver at all times.
2. Staff may, as needed:
 - a. Notify parents, guardians or caregivers whose children need additional supervision;
 - b. Contact authorities such as the police or Child Protective Services (Department of Human Resources) either to assist with the enforcement of discipline in the library or to ensure the safety of an unattended child.
3. Staff will make a reasonable effort to ensure that minor children have a way home at closing time.
 - a. Fifteen to 30 minutes before closing, staff will check with young patrons as to their transportation home, informing them the library is closing and allowing them to use the phone, if necessary.

- b. At least 2 staff members will remain with minor children left at closing. If any minor children remain 15 minutes after closing, the local police or Child Protective Services (Department of Human Resources) will be contacted.

Treatment of Policy Violations

Any person not abiding by these or other rules and regulations adopted by the Library Board may be denied the privilege of access to the library or its resources, by the library director or designee. Library employees will contact law enforcement authorities if illegal activities are observed or reported or as otherwise deemed advisable. The Library will seek compensation for any damages it incurs as the result of a patron's violation of these rules. Further, the Library may bring legal action against said individual(s). Based on the nature of the offense, warnings and other preliminary steps may be bypassed.

Enforcement Actions

- One warning for first infraction of any minor offense.
- Second infraction results in removal from the Library premises for the day. Parent may be contacted if necessary.
- Third and subsequent infractions will result in banning from the Library premises for not less than 7 days. Library card privileges will be revoked for this period. Parents of minors will be contacted.
- Indefinite suspensions may result from recurring, frequent or serious infractions.
- Police contact – Based on the severity of the offense the police may be contacted immediately.

Trespassing

Any person who enters or remains on Library premises after having been notified not to do so, and any person who enters or remains on the Library premises during the period in which he or she had been banned from the premises, will be deemed a trespasser and legal action will be taken for trespassing.

Appeals

Any patron subjected to specific enforcement of this policy may file a written appeal to the Director. The Director will review any appeal made and provide a written response affirming, overturning or modifying the enforcement action. Patrons objecting to the Director's decision may make a written appeal to the Library Board. The Library Board will review any appeal made to them at the next regularly scheduled Board meeting and provide a written response affirming, overturning or modifying the enforcement action.

Approved and adopted by the St. Clair County Library Board 09/18/2007
Effective February 1st 2008