The Lee Memorial Library welcomes all patrons. The Library strives to provide a comfortable, secure and welcoming environment for reading, research, selecting materials, studying and attending programs. All patrons have the right to use library services and materials safely and freely. The Library Board of Trustees has the authority to establish reasonable rules regarding the Lee Memorial Library and to exclude anyone who willfully violates those rules. These rules will be firmly enforced by library staff.

The Library does not tolerate harassment of cardmembers, patrons, attendees, staff, venue workers, speakers or other participants at the library or at any meetings or events we sponsor. *We recognize a shared responsibility to create and maintain an environment based on mutual respect for the benefit of all.* No one may engage in conduct which interferes with anyone else’s ability or right to use and benefit from the Library facilities.

The following Rules of Conduct are for the comfort, safety and protection of all library patrons and the library staff.

1. All persons are welcome in the library. The well-being and safety of children and dependent persons (individuals of any age who are unable to make decisions about their own safety and well-being) can be of serious concern. Responsibility for the safety and behavior of minor children and dependent persons in the library rests with the parent, guardian, or caregiver, not with the staff. Patrons of all ages exhibiting unacceptable behaviors may be dismissed from the library buildings and grounds at the discretion of the staff.

Dependent persons, as defined in the above paragraph, and **children age 7 and under must be accompanied by an adult/guardian or an adolescent of at least 14 years of age** while using the library resources. This caregiver is responsible for the behavior of the children in their care while they are in the building or on library property. Children must know how to contact at least two adults who will be available to take responsibility for them in case of emergency.

At the discretion of the parent, a child **8-14 years old may be left unaccompanied for the time period required to use library resources. Children should not be left for more than two hours. The library does not serve as and may not be used for child sitting services.**

**AN UNACCOMPANIED CHILD MUST BE PICKED UP NO LATER THAN 15 MINUTES BEFORE CLOSING TIME.** If a child is not picked up by closing time, the child’s parents will be called. If such unattended child is left at the library 15 minutes beyond closing time, a staff member will call the Allendale Police to take the child into custody. Two staff members will remain with the child until s/he is discharged to the police or parent/guardian, whoever arrives first. Please be aware of possible early closing times due to inclement weather.

2. Others’ rights to quietly study, read, or work without interference must be respected. Low noise levels must be maintained. All listening devices must not be audible to anyone but the user. Customers shall not assault, harass or annoy others in the library. This includes but is not limited to engaging in boisterous activities, staring at another person with the intent to annoy that person, following another person about the building with the intent to annoy that person, singing or talking loudly to others or in monologues, displaying print or nonprint materials of an offensive nature to others or by behaving in a manner that can be reasonably expected to disturb others.
3. All cell phones/watches and other communications devices must be set to silent/vibrate when inside the library. If you wish to make or take a call, please step outside the building. Library telephones are strictly for staff use only.

4. Patrons of any age will be ejected from the library building and grounds for loud and/or unreasonable noise, abusive, threatening or obscene language, disrespectful conduct toward staff in authority or other patrons, or disruptive behavior. In these cases, customers will be required to provide to library staff personal identification including name, address and phone number. Illegal substances, alcohol, weapons and the use of tobacco products are also prohibited on library property. Discipline problems can be so varied that each situation will be handled as it occurs.

5. All furniture is to be used as intended. Do not sit on the floor or on table tops. Feet are to be kept off of the furniture. Please do not monopolize library space, seating, tables, or equipment to the exclusion of other patrons or staff.

6. Computers may not be monopolized for an extended period of time. Patrons must limit their use of computer resources to allow others access. If you are uncertain as to how to operate the computers, please ask for help.

7. Food and drink are not allowed in the library with the exception of a beverage in a container with a secure top.

8. Shirts and shoes must be worn by all, and patrons are requested to wear appropriate street clothing.

9. Guide dogs or service animals used to assist the handicapped are permitted within the building. Any assistive animal that is deemed to be threatening or disruptive must be removed from the library premises. All other pets or animals are to remain outside.

10. Bicycling, skateboarding and roller-skating on library property is a safety hazard and is prohibited. Bicycles shall not be left on the ground near doorways or walkways. Bicycles must be parked in the bike racks.

11. The library is not responsible for personal property. Personal items left by patrons who are not present on library property are subject to disposal. For security purposes, do not leave bags unattended.

12. Theft, damage or destruction of library property is a crime and will be prosecuted to the full extent of the law. Library property includes, but is not limited to, trees, landscaping, walkways, the book drop, the collections and the exterior and interior of the building. Customers shall not deface library materials including books, magazines, newspapers, recordings or other items in the library collection. Nor shall they deface, mar or in any way destroy or damage library furnishings, walls, machines, or other library property. Criminal conduct or vandalism of any kind must be reported to the staff immediately and may be prosecuted to the full extent of the law. Monetary damages will be assessed and will be the responsibility of the perpetrator(s) or their parents, if the perpetrators are minors.

13. All bags and briefcases may be subject to inspection.
14. Patrons whose bodily hygiene causes others to complain may be asked to leave the premises.

15. Public restrooms are not appropriate locations for washing, doing laundry, brushing teeth or for patrons to gather. Restroom fixtures are not to be altered or tampered with in any way.

16. Patrons are not allowed to solicit, petition, canvass or sell merchandise anywhere on library property without the written consent of the Library Director/Executive Administrator.

17. Private offices are for staff use only. Members of the public may not enter said offices without the consent of a Lee Memorial Library staff member.

18. Local community nonprofits only may post information about upcoming events on the library’s community bulletin board, as space is available. News and educational publications may be left on the shelves next to the photocopier. All submissions must be approved by the Library Director/Executive Administrator prior to posting. Political, profane, or suggestive literature of any nature is not permitted. The library staff is responsible for removal of all outdated and/or inappropriate materials.

Patrons violating these rules may be escorted from the library building and grounds and further may be subject to the loss of library privileges. At the discretion of the staff, patrons who continue to violate the rules or refuse to leave the library at the request of the staff may be subject to law enforcement intervention and/or arrest. At the sole discretion of the Director/Executive Administrator of the Library, patrons may be banned from the library premises for a period of time to be determined by the Director/Executive Administrator if their behavior continues to be disruptive to the staff or other patrons. The Director/Executive Administrator of the Library will determine if a patron’s privileges shall be suspended or revoked. A patron may appeal loss of privileges in writing to the Library Board of Trustees within 7 days of losing such privileges. The Board of Trustees will review such appeal and render a decision within 30 days. The decision of the Board of Trustees is final.

Adopted:
10/2012
09/18/13
09/17/14
04/18/15
09/22/17
04/15/20