

The Beaver Island District Library Board of Trustees and staff expect all patrons to behave in a manner that does not disrupt library use.

- Patrons must show respect for:
 - Staff
 - Other Patrons
 - Library Property
 - Library Policies.
 - Patrons are responsible for a safe environment and must accept responsibility for their actions.
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Non-compliance

First offense: Code of Conduct is given and must be signed to continue to use the facility. If given to a minor, parent or guardian must come in to the library to sign.

Second offense: Patron is banned from the library and library property for one month. If patron is a minor, a letter will be sent to the parent or guardian.

Third offense: Patron is banned from the library and library property. If patron is a minor, a letter will be sent to the parent or guardian. In order to return to the library and library property, the patron must appeal to the Library Board of Trustees. Patron would need to contact the director for procedures.

Fourth offense: Patron banned from the library and library property.

Violent offense: There is zero tolerance for threats, acts of violence and theft. If such an act is witnessed, 911 will be called and the patron banned from the library. Patron then must follow rules for the third offense to be reinstated.

Trespassing offense: Trespassing is defined as failure to leave the library or library property as instructed, or entering the library or library property while banned. Trespassing will be handled by calling the police for assistance.

If a child is asked to leave for a violation of this policy, but has no transportation at the time, a parent or caregiver will be notified and the child will be supervised until a parent or guardian has arrived.

We thank everyone for compliance. Beaver Island District Library

Brief Description of Non-compliance:

(completed by staff member who witnessed offense; signed by offender; copied for library files)

Offender's Name

Date

Offender's Signature

Staff Member's Initials

For under 18 years of age:

Parent Name

Parent Contact Phone

Mailing Address

Parent Signature

Staff Member's Initials

Date Code of Conduct Returned

Staff Guidelines for Acceptable Behavior on Library Property

Appropriate Actions of Patrons:

- Beverages must be securely covered
- Speak in soft voices and keep volume low on headphones
- Turn cell phone ringers off
- Wear a shirt, shoes, and other proper attire (no wet clothing on furniture)
- Understand that the library staff is not responsible for lost, damaged, or stolen items

Disruptive behavior includes, but is not limited to the following:

- Consuming food or beverages in non-designated areas
- Using tobacco, e-cigarettes, & tobacco-like products inside the building
- Consuming alcohol other than that served at after-hours functions
- Making loud noises
- Rough housing, including, but not limited to: pushing, running, throwing snowballs, fighting, etc.
- Using profanity or other abusive language
- Having offensive odor that causes a nuisance or interferes with patrons' use & enjoyment of the Library
- Riding bicycles, skateboards, scooters, blades, or other devices in inappropriate places
- Using computers or other electronic equipment in a disruptive manner
- Soliciting

The library reserves the right to:

- Limit group size based on available space and noise level of the group
- Supervise people in any area of the library
- Inspect any bags or backpacks
- Call 911 if there is physically intimidating behavior & threats of violence, or other issues where assistance is needed.