

16.04 PUBLIC LIBRARIES OF SAGINAW CODE OF CONDUCT

All visitors to the Public Libraries of Saginaw can expect access to services and facilities in a safe and pleasant environment. The Library Board has adopted a Code of Conduct to protect these rights. Library visitors are expected to observe all federal, state and local laws, ordinances and library policies.

The Public Libraries of Saginaw reserves the right to restrict or remove library privileges from anyone who violates the Code of Conduct.

- Patrons shall not interfere with the use of the library by other patrons, nor interfere with staff's performance of their duties.
- Patrons may use cell phones in the library as long as they do not disturb others. Patrons may be asked to move to the lobby if their conversations are disruptive.
- Visitors must use headphones to listen to audible devices. Headphone volumes must be set so as to not disturb others.
- Food and drinks are only allowed in designated areas of the library. Please clean up messes and throw away trash.
- Sleeping for longer than 60 minutes is not allowed.
- Adequate clothing covering the upper and lower body is required in addition to shoes or other footwear for hygiene and safety purposes.
- Only animals needed for library programs and service animals are allowed in the library.
- All children age six or younger must be supervised by a responsible adult or adolescent of at least 13 years of age.
- Patrons whose hygiene is so offensive that it creates a nuisance to library users may be required to leave the library.
- Smoking, vaping, e-cigarettes and the use of tobacco and marijuana products are not allowed on library property.
- Library patrons may not possess, consume or be under the influence of drugs, alcohol or any other intoxicant.
- Unreasonable use of restrooms is not allowed, including bathing, shaving, laundering clothes, soliciting, or clogging plumbing.
- Patrons may not jeopardize the health and safety of other library users, library staff, library materials and library facilities by having fleas, lice, bed bugs, urine or feces on themselves or their possessions.
- Physical or verbal abuse, such as harassment, spitting, profane language, threatening behavior and/or displaying obscene materials is prohibited.
- Fighting, provoking a fight or engaging in disorderly conduct is prohibited.
- All weapons are banned from Library premises to the fullest extent permitted by law.
- Bikes and scooters must be parked at racks or designated areas so they do not obstruct entrances and exits.
- Visitors must not obstruct walkways, doorways and entrances.

- Gambling is prohibited on library property.
- Patrons may not enter an area that is designated “Staff Only”.
- Soliciting or panhandling is not allowed on library property unless approved by the director.
- Indecent exposure and sexual acts are prohibited.
- Printed materials must be approved by library staff for posting.
- Patrons must be respectful of library furnishings including library equipment and materials. Users may not deface, mark on, or mutilate any library furnishings, materials or equipment.
- Users shall not remove or attempt to remove any library materials without first checking them out.

Penalties

Any person who violates the above rules may be denied access to the library and to library services by the Library Director or designee as follows:

Warnings will be given by library staff or security before a person is asked to leave library premises.

First Offense: Library privileges will be revoked for the day.

Second Offense: Library privileges will be revoked for one week.

Third Offense: Library privileges will be revoked for one month.

Subsequent Offense: Library privileges will be revoked for one year.

Any person may, without prior notice or warning, be immediately removed or trespassed from the Public Libraries of Saginaw if her or his presence or conduct on the premises poses an immediate and imminent danger to any person or property.

Appeal

Any person denied access to the Library or its services may appeal the denial to the Library Director or may appeal to the Library Board by appearing in person during the Public Comments portion of the agenda at a regularly scheduled Board meeting. The Board shall hear the appeal, and respond in writing within 10 days.