

## Expected Behavior Policy

### I. Introduction

The Farmington Community Library (the “Library”) is proud to be a welcoming space for everyone. Both Library locations serve as community hubs for patrons to meet, collaborate, and share ideas. They are also open for specific and designated civic, educational, and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials.

The Farmington Community Library Board has adopted this Expected Behavior Policy (the “Policy”) in order to ensure:

1. Everyone may use the Library’s facilities and access its resources and services in an atmosphere of courtesy, respect, and excellent service.
2. Patrons experience safe Library spaces.
3. Library staff have a safe working environment.
4. Library resources, property, and facilities are protected from theft and damage.

The Library is committed to providing an inclusive environment that ensures access to services and resources for all patrons, including individuals with disabilities. In accordance with the Americans with Disabilities Act Compliance Policy, we will make reasonable accommodations to ensure all patrons can fully participate in Library programs, services, and activities.

The following rules of conduct shall apply to all buildings (interior and exterior), all grounds controlled and operated by the Library (“Library property”), all virtual spaces in which the Library engages in programming and outreach, and to all persons entering in or on to Library Property, unless otherwise specified.

## **II. Expected Behavior**

1. *Adherence to Library Policies*: Patrons must adhere to all Library policies.
2. *Unlawful Activity*: Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance, or regulation is prohibited.
3. *Endangering Health and Safety*: Patron conduct must never endanger the health, safety, or well-being of other Library patrons or staff or cause or threaten to cause damage to Library property.
4. *Unprotected Speech*: Patrons are prohibited from engaging in speech that is unprotected by the First Amendment, which may include: defamation, fighting words, incitement, true threat, and obscenity, when interacting with patrons and Library staff.
5. *Nuisance and/or Threats to Safety*: Behavior which causes a nuisance and/or threatens the safety of patrons and staff is prohibited including, but not limited to:
  - A. Engaging in any behavior that a reasonable person would find disruptive, harassing, or threatening in nature, or could reasonably be expected to cause a nuisance to other Library patrons or staff.
  - B. Purposely leaving or depositing any bodily fluids, waste, or substances on any surfaces or furnishings.
  - C. Running, pushing, throwing items, fighting, provoking a fight, or other unsafe physical behavior.
  - D. Climbing on furniture or building fixtures not intended for this type of activity.
  - E. Engaging in sexual behavior that meets one or more of the following criteria:
    - i. Is a violation of the law.

- ii. Can reasonably be expected to disturb Library patrons or staff.
  - iii. Interferes with patrons' use of the Library or the staff's ability to do their job.
- 6. *Interfering with Patrons or Staff:* Patrons must not interfere with the use of the Library by other patrons or staff's performance of duties. This includes, but is not limited to: engaging in conversation or behavior that monopolizes or forces the attention of staff or other patrons for an inappropriate period, inappropriate personal comments, sexual advances, refusal to comply with staff requests, or physical and/or verbal harassment.
- 7. *Harassment of Patrons or Staff:* Harassment of Library patrons and staff is strictly prohibited. This includes, but is not limited to: staring, following, stalking, harassing, talking, arguing with, threatening, photographing, video or audio recording, or behaving in a manner that meets one of more of the following criteria:
  - A. Can reasonably be expected to disturb Library patrons or staff while such staff or patrons are in the Library or on Library property.
  - B. Interferes with patrons' use of the Library or the ability of staff to do their job, would create or may result in a hostile work environment for Library staff.
  - C. Violates Michigan or federal law.
- 8. *Noise:* The Library is a community hub for patrons to meet, collaborate, and share ideas. Talking at a reasonable volume is permitted in all public areas of the Library unless otherwise indicated. Sounds, including talking, must not be louder than the general noise level of the surrounding area. Patrons must use earbuds or headphones to listen to audio on all electronic, entertainment, communication, or audio equipment including, but not limited to: cellphones, iPads, tablets, and laptops at a volume that cannot be heard by other Library patrons or staff. Talking, even in low tones, is prohibited in designated Quiet Areas. Patrons disrupting others may be asked to relocate or leave the building.

9. *Cellphone Use*: Cellphone use is allowed in designated areas, outside of the Library buildings, or in the Library's lobby. Phone conversations in designated areas and in the lobby may not be conducted over speakerphone and must be done quietly so as not to disturb other patrons. Cellphones and other electronic devices must be set to silent or vibrate, not ring.
10. *Food and Beverages*: Covered beverages are allowed in all public areas of the Library. Single-serving snacks are allowed in all public areas of the Library except at public computer stations and the Heritage Room. Uncovered beverages and larger snacks or meals are only permitted in designated areas. At the Farmington Hills location the designated area is the Public Lounge. Patrons must clean up any food remnants and properly dispose of any wrappers, containers, or trash. To minimize damage, staining, and pests, patrons must immediately report spills to Library staff.
11. *Smoking and Vaping*: Smoking, using e-cigarettes, vaping, electronic nicotine delivery systems, or chewing tobacco is prohibited inside Library buildings. It is only permitted in designated outdoor areas on Library property. Smoking or vaping marijuana on Library property is prohibited.
12. *Alcohol and drugs*: Selling, distributing, or consuming any alcoholic or intoxicating beverage, marijuana, illegal drugs, or drug paraphernalia is prohibited. Alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library Director. Persons noticeably intoxicated or under the influence of any substance or are not allowed on Library property.
13. *Weapons*: Carrying guns or other weapons, except as specifically permitted and exempt from local regulation by law, or using or threatening the use of any object in such a manner that it may be considered a weapon on Library property is prohibited.
14. *Incendiary Devices*: The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
15. *Animals*: Animals are not permitted in the Library other than service animals as defined by the Americans for Disabilities Act for those individuals with

disabilities, those used in law enforcement, or for Library programming. Animals may not be left unattended or be off leash on Library property.

16. *Clothing*: All Library patrons are required to wear clothing which covers the upper and lower portions of their body and shoes or other footwear, for hygiene and safety purposes, at all times while inside the Library and on Library property. This provision does not apply to any person while actively breastfeeding a child.
17. *Identification*: Patrons must provide identification to Library staff when requested. Any clothing or device by which any portion of the face is so hidden or covered as to conceal the identity of the wearer is prohibited on Library property, except for persons wearing head coverings or veils pursuant to religious beliefs or customs or for persons wearing facemasks or face shields for medical purposes.
18. *Odors*: Odors including, but not limited to: body odor, perfume or cologne, or odors from items brought into the Library, which cause a nuisance are prohibited.
19. *Restroom Use*: Misuse of the Library's restrooms is prohibited. This includes, but is not limited to: loitering, laundering, sleeping, shaving, excessive personal grooming, hair dying, cutting or trimming, bathing, cooking, and sexual activity. Unless a parent or guardian is assisting a child or a patron is assisting a person with a disability, there shall only be one person to a stall. Library materials and Friends of the Library sale items may not be taken into restrooms.
20. *Wheeled Recreational and Mobility Devices*: Use of skateboards, rollerblades, roller skates, or other wheeled forms of recreational equipment is prohibited in the Library and on Library property. Library patrons must park bicycles or other recreational vehicles only in designated areas. Wheelchairs, scooters, and other power-driven mobility devices are permitted by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements. Use of wagons or wheeled toys that can be ridden is permitted by patrons 5 years of

age or younger within the Children's Department under the supervision of their parent, guardian, or Responsible Caregiver.

21. *Obstacle-free Thoroughfares:* 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 or as a thoroughfare.
22. *Personal Belongings:* Personal belongings brought into the Library or on Library property are subject to the following:
  - A. Patrons must keep their personal belongings with them at all times.
  - B. The Library is a public space. The Library and its staff are not responsible for the security of personal items brought into the Library or onto Library property.
  - C. Library staff are not permitted to guard or watch personal belongings.
  - D. The Library does not provide storage for personal belongings.
  - E. Personal belongings should not obstruct aisles, walkways, corridors, doorways, workspaces, or take up seating or space if needed by others.
  - F. The Library is not responsible for personal belongings left unattended. Unattended personal items may be put into the Lost and Found and will be handled according to the Library's Lost and Found Guidelines.
  - G. The Library is not responsible for loss, theft, or damage to personal belongings, including vehicles and bicycles, while on Library property.
23. *Library Property:* Patrons must not deface, vandalize, damage, relocate, remove, or improperly use Library materials, equipment, furniture, or property. Patrons shall be held responsible for reimbursing the Library for costs incurred by the Library for violating this provision.

24. *Bedbugs and Pests*: Patrons who are experiencing a bedbug infestation or suspect they may have been exposed to bedbugs or other pests which may cause damage to the Library or Library materials are asked not to bring personal belongings like bags or coats into Library buildings. Patrons must return any materials they know or suspect have been contaminated with bedbugs or other pests in sealed plastic bags to the Circulation Desk and alert staff so the items may be treated. The patron's borrowing privileges may be suspended until they can demonstrate adequate remediation measures have been taken.
25. *Staff Only Areas*: "Staff Only" areas are restricted and may only be entered by Library employees. Library patrons, vendors, and other visitors must have permission from a Library staff member in order to enter a designated staff area.
26. *Unauthorized Use of the Library*: Unauthorized Use of the Library is prohibited. This includes, but is not limited to:
- A. Patrons must leave the Library property promptly at closing time and may not be in the Library when it is not open to the public.
  - B. The Library does not permit overnight parking in the Library's parking lot without prior authorization from the Library Director or their designee.
  - C. Any patron whose privileges to use the Library have been denied may not enter the Library, Library virtual spaces, or be on Library property.
  - D. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, their designee, or the Library Board.
27. *Panhandling and Soliciting*: Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library, on Library property, or in a virtual Library space is prohibited.

28. *Selling Merchandise*: Selling merchandise on Library property or in a virtual Library space is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.
29. *Campaigning, Petitioning, and Other Activity*: As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, protesting, demonstrating, and soliciting on Library property as follows:
- A. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, protesting, demonstrating, and soliciting are prohibited inside Library buildings.
  - B. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, protesting, demonstrating, and soliciting outside Library buildings, but on Library property, are subject to the following requirements:
    - i. Persons or groups are requested to notify the staff at the Adult Services Information Desk when they arrive.
    - ii. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign, discussion, protest, or demonstration.
    - iii. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, soliciting, protesting, and demonstrating outside of Library buildings shall be limited to areas 25 feet from all public entrances.
    - iv. Library entrances are defined as:
      - 1. At the FCL Farmington Hills location the entrance encompasses the entire area in front of the main doors, including the stairs, ramp, and area covered by the brick pavers.



2. At the FCL Farmington location the east entrance encompasses the entire area in front of the doors, the pedestrian walkway leading to the sidewalk on State Street to the south, and the pedestrian walkway leading around the building to the sidewalk on Liberty Street to the north.
  3. At the FCL Farmington location the west entrance encompasses the pedestrian walkway leading from the doors to the sidewalk on Liberty Street.
  - v. Activities must not interfere with building or parking lot ingress or egress and must not take place in the parking lots.
  - vi. Activities must not be so loud as to be considered a breach of peace or disrupt Library programs or services.
  - vii. Permitted times will be limited to the operating hours of the Library.
  - viii. Campaign material, literature, or petitions may not be brought into the Library, posted at the Library, or left on Library property.
30. *Distribution and Posting of Printed Materials:* Distributing or posting printed materials/literature on Library property not in accordance with Library Policy is prohibited.
31. *Tables, Stands, and Other Structures:* No person may use or set up a table, stand, sign, or similar structure on Library property without prior authorization from the Library Director or their designee. This does not apply to Library-sponsored or co-sponsored events.

### **III. Accountability, Violations, and Appeal**

The Expected Behavior Policy applies to Library patrons of all ages. Parents, guardians, and Responsible Caregivers are responsible for the behavior and safety of children or Vulnerable Adults who require care. All Library staff are authorized to ask patrons whose choices violate the Library's policies to leave Library property for the day. All staff are authorized to call 911 in the event of an emergency, pursuant to the

Library's emergency procedures, and are required to document the incident. The Library Director or the Director's designee may restrict access to Library facilities, property, or virtual spaces pursuant to the terms of the Library Violations and Appeal Policy.