

*Hackley Public Library
316 W. Webster Avenue
Muskegon, Michigan 49440*

=== POLICY ===

Code of Conduct

Policy Statement

In establishing this policy, the Hackley Public Library sets out to ensure that the Library facilities, including the Torrent House, is safe and welcoming to anyone who wishes to utilize its resources.

Scope and Responsibility

The library board of trustees periodically reviews and readopts these policies based on the recommendations from library staff.

It is the responsibility of every staff member to uphold and enforce the policies and report issues that they encounter.

The Hackley Public Library partners with the Muskegon Police Department to ensure that the buildings and property are kept safe and secure. Law enforcement will be immediately informed of any suspected attempt to commit acts that would constitute a violation of any federal, state, or local criminal law or policy of Hackley Public Library.

Adherence to all of the following established behaviors is expected when visiting the Library to provide a comfortable and welcoming environment:

- Keep voices and noise to a minimum
- Use earphones at a volume that does not disturb others when listening to audio or music
- Smoking of any kind, including vaping, must be done outside at least 30 feet from the entrance.
- Enjoy drinks from covered containers
- Eat and drink in designated areas or during specific events
- Silence cell phone ringers and speak quietly while using cell phones
- Maintain personal hygiene and proper clothes

The Hackley Public Library wishes to maintain a safe and secure environment. We ask library users to be respectful of each other and behave in a manner that does not disrupt other library users or interfere with the normal operation of the Library. Examples of disruptive behaviors include but are not limited to:

- Using profane, obscene or abusive language, including epithets directed at race, ethnicity, sexual orientation, gender identity, or other personal characteristics
- Creating unreasonable noise and engaging in boisterous activity
- Using any communication devices in a manner that disturbs others
- Running, pushing, fighting or shoving
- Using the Library for a place to sleep or any for any other purpose other than as intended
- Skateboarding on railings or ramps
- Conducting personal hygiene that is excessive or poses a health risk
- Failing to comply with any reasonable staff request

Protection of Property

The Hackley Public Library provides its collections, equipment, and facilities for the use of the public. Intentionally damaging, destroying, or stealing any materials, equipment, or property belonging to the Library, another customer, or staff member is prohibited and will be reported to law enforcement.

Policy Enforcement

Library staff will intervene to stop activities and behaviors that are deemed disruptive or poses a threat to security. Individuals who fail to follow the building use policy may be asked to leave the library property for the remainder of the day, be banned from the Library for a designated period, be subject to arrest, or be subject to other lawful actions. Attempts to remain in the building or return after being asked to vacate the library property or while banned will be treated as trespassing.

Approved August 16, 2001

Most Recent Revision May 19, 2020