



Kalamazoo Public Library

Public Policy: Rules of Conduct

Rules of Conduct for Library Use

These Rules of Conduct were adopted by the [Board of Trustees](#) of the Kalamazoo Public Library to promote a quiet, safe, attractive, sanitary, and orderly atmosphere and to ensure every person's ability to use the Library and Library materials to the maximum extent possible and to have reasonable access to Library facilities without unreasonable interference from any other person. Any person violating any of these Rules may be asked to leave the Library for the remainder of the day, or for a longer period of time under the circumstances described below. Any person who refuses to leave the Library after being requested to do so for violating these Rules, or who returns to the Library prior to the authorized time, will be subject to arrest and prosecution for trespass. These Rules apply to all Library facilities, including but not limited to the [Central Library](#) and [Branch Libraries](#).

Persons using Library facilities shall not

1. Make loud or unnecessary sounds or noises which disturb other persons or Library staff.
2. Harass, intimidate, threaten or assault any person, including Library staff, by word or act, or by behaving in a manner which can be reasonably expected to interfere with any other person's use of the Library. Examples of such behavior include, but are not limited to, fighting, assault and or battery upon another person, staring at another person, following another person, singing or unwelcomed talking to others or in monologues, or any other behavior that is intimidating, hostile, offensive, or adversely impacts a person's use of the Library.

3. Use tobacco products or electronic substitutes.
4. Consume food. Beverages in capped or covered containers are allowed. Food or beverages may be consumed at Library events when authorized.
5. Enter into or remain in the Library without footwear.
6. Sleep, solicit or beg.
7. Possess any weapon or item used as a weapon, except for law enforcement, security personnel, and as may be permitted by law.
8. Damage or steal Library or personal property.
9. Possess, consume, or be under the influence of any intoxicant or any controlled substance, except as may be authorized by prescription.
10. Bring any animal into the facilities, except service animals (as defined by the Americans with Disabilities Act) and animals brought into the Library in connection with Library programs.
11. Throw anything, spit, leave debris or waste materials in any place other than designated trash cans.
12. Present in any state of undress (excluding nursing parents), or engage in sexual activity.
13. Misuse of restrooms, which includes, but is not limited to, shaving, washing clothes and bathing.
14. Fail to follow policies, directives, or procedures.
15. Refuse or fail to leave the Library facilities after having been requested to do so for violating these Rules.

Implementation of Policy

Any person who violates these Rules, may be denied access to the Library by the Director (or their designee) upon notice to the person. While the denial period is intended to be progressive, i.e., 1st violation – up to 30 days, 2nd violation – up to 60 days, 3rd violation – up to 90 days, the Director may deny access for a period of up to one year or permanently for any violation that significantly disrupts the operation of the Library or significantly interferes with a patron's or patrons' right(s) to use the Library. Before denying access to any person the Director or designee shall inform the person of the reason and period of time they are being denied access and give the person a reasonable opportunity to state their response to the proposed denial. The Director or designee shall confirm the denial by written notice to the person if the person's name and address are known. A person denied access may appeal to the Director within five (5) days of the date of the written notice. Additionally, a person denied such access may appeal the denial in writing to the Library Board at 315 S. Rose St., Kalamazoo, MI 49007, within ten (10) days of the date of the written notice. The appeal shall state the reasons why access to the Library should not be denied. An appeal to the Library Board shall not stay the Director's denial. The Library Board shall provide the person with an opportunity to be heard before deciding the appeal and may affirm, modify, or reverse the Director's denial. A person who has been denied access permanently may re-apply to the Board for access after a period of one year. The petition shall set forth the reasons the person believes reinstatement is justified. The Library Board shall provide the person with an opportunity to be heard before it makes its decision on the petition for reinstatement. The Library Board may deny, grant, or grant with conditions the petition for reinstatement.

Policy adopted August 27, 1990

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