



# Code of Conduct

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | [www.baldwinlib.org](http://www.baldwinlib.org)

## Introduction

The Baldwin Public Library (BPL) is committed to serving everyone, including those in the community who most need access to services and resources and for whom barriers may sometimes hinder full and equitable access, including those who are experiencing homelessness, those with health challenges, those with income challenges, and other vulnerable or marginalized members of the community.

The BPL Board of Directors has established the following guidelines to ensure:

- Everyone may access BPL's information, services, and opportunities
- BPL patrons experience safe library spaces
- BPL resources are protected from theft and damage
- BPL staff members have a safe workplace

**BPL does not tolerate illegal behavior** which is never permitted in physical and virtual library spaces.

**Visitor conduct must never endanger the health, safety, or well-being** of other BPL users or employees or cause or threaten to cause damage to BPL property.

The following expectations apply to Baldwin's interior spaces, the Littles' Garden, the Fran Stern Children's Librarian Terrace, the bike racks in front of the front door, the curved sidewalk along the southwest side of the building, and the Terrace and planters along the southeast corner of the building.

## Expectations

- A. Disruptive or unsafe behavior is prohibited, including, but not limited to:
  - Profanity
  - Running, climbing furniture, throwing, hitting, pushing, or shoving
  - Following, threatening, bullying, or harassing other people
  - Inflicting physical, sexual, or verbal abuse
- B. Children under the age of 10 must be supervised at all times in accordance with the library's Unattended Children Policy (view online at <https://baldwinlib.org/about/policies/>).
- C. Sounds must not be louder in volume than the general noise level of the area.
- D. Visitors must not interfere with the use of the library by other patrons or with employees' performance of duties by monopolizing the attention of staff.
- E. Visitors must have permission from a library staff member to enter a designated staff area.
- F. Visitors must not record, photograph, or livestream another person in the library without their permission. In the case of minors, permission must come from the parent or legal guardian.
- G. Personal items must be kept in the owner's possession at all times. BPL is a public space; staff are not responsible for loss or damage of unattended items.
- H. Visitors must not misuse or loiter inside restrooms.
- I. Food and beverage use
  - Covered beverages are acceptable everywhere, except at public computers.
  - Single-serving snacks are acceptable everywhere, except at public computers, in study rooms, and in the Idea Lab.

- Uncovered beverages and larger snacks and meals need to be consumed in the BPL atrium.
  - To minimize damage, staining, and pests, please report all spills to BPL staff immediately.
- J. Visitors must not view materials which are inappropriate for the surroundings.
- K. Visitors must not use computers or mobile devices to create, send, or receive obscene, illegal, or sexual explicit matter in accordance with BPL's Electronic Device, Network, and Internet Use Policy (view online at <https://baldwinlib.org/about/policies>) and Michigan Compiled Law 397.606.
- L. Soliciting for funds and/or support for political, charitable, or other causes must occur outside of BPL and may only take place on adjoining public sidewalks. Solicitors must not impede entry to BPL. Solicitations inside the building are not permitted. Any organization wishing to place a collection receptacle in BPL's vestibule to gather donated items must first contact the Director or Associate Director to determine whether the request can be accommodated.
- M. Visitors must not use controlled substances on library property.
- N. Service animals, as defined by the Americans with Disabilities Act, are permitted in BPL. Animals must be well-behaved and in control at all times. Animals must not be left unattended on library property.
- O. Visitors must not use skateboards, bicycles, or other wheeled forms of recreation equipment anywhere other than on sidewalks.
- P. Visitors must wear proper attire in the library at all times.

### **Accountability**

These guidelines apply to visitors of all ages. Parents, guardians, and caregivers are responsible for the behavior and safety of minors or adults who require care. Any conduct that violates these guidelines may result in cost recovery charges, exclusion from BPL spaces and from the use of BPL services, and prosecution.

All BPL staff are authorized to ask visitors whose choices violate the BPL's guidelines to leave the building for the remainder of the day. All staff are authorized to call 911 and required to document the incident.

The Birmingham Police Department will be notified if unsupervised children and other patrons who require care are unable or unwilling to tell staff their full name, the name of a parent, guardian, or caregiver, and the phone number of a parent guardian, or caregiver.

BPL may bring criminal charges against any persons suspected of criminal acts toward BPL staff or patrons, including theft or vandalism of BPL property or materials or of any violations on BPL property of federal, state, or local laws and ordinances.

### **Right of Appeal**

Any BPL user who has had their privileges suspended may appeal to the Library Board by submitting a written request to BPL staff. BPL staff shall then schedule a hearing before the Library Board and shall notify the patron requesting the hearing in writing at least seven (7) days before the hearing.

**If you see anyone violating these rules or feel that others are acting inappropriately, please inform a BPL staff member immediately.**