

Berkley Public Library

Code of Conduct

The City of Berkley and the Berkley Public Library want to provide a safe and appropriate library environment for use by the public. Any patron not abiding by these or other regulations of the library may be required to leave the library premises and may forfeit his or her library privileges as library staff deem appropriate. Library employees will contact the police if deemed advisable.

1. Patrons shall be engaged in activities associated with the use of the library while in the building. Attendance at programs sponsored by the Berkley Public Library is implied consent by any attendee or parent of an attendee that library staff may take photographs and record video or audio of any attendee and may use such photograph or recording for any lawful purpose, including on any Berkley Public Library social media.
2. Patrons not engaged in using library materials or computers, reading, studying, or attending programs or events may be required to leave the building.
3. Patrons may not, disturb, harass, disrupt, or interfere with the public or staff use of the library. Unreasonably disturbing or annoying another patron or staff member is not permitted in the library. Loud or disruptive conversations or sounds and use of profane, obscene, or offensive language is not permitted.
4. Covered, non-alcoholic drinks are permissible in public areas, but must be properly disposed of when finished. Light snacks, at the discretion of library staff, and food associated with programs or events, are permitted in public areas of the library.
5. Courteous cell phone usage is permitted, provided it is not disruptive to other library patrons or staff. Voices and ringtones must be kept at a quiet and reasonable level so as not to disturb other library users. Those using phones in a way deemed disruptive will be asked to take their call outside the library.
6. Use of audible devices without headphones or with headphones set at a volume disturbing to other patrons or staff is not permitted.
7. The library is not responsible for library patrons' personal belongings. Personal belongings are the responsibility of the person to whom they belong and should not be left unattended.
8. Use of the Children's Room is reserved for those using the materials in the room or those with middle school aged children or younger.
9. Consumption or possession of alcoholic beverages or controlled substances on library grounds is prohibited. Library users shall not be intoxicated or under the influence of controlled substances.
10. Soliciting, panhandling, sleeping and lying down are prohibited.
11. Campaigning, petitioning, canvassing, leafleting, interviewing, or soliciting for any purpose is prohibited in the library building and shall not impede ingress and egress to the library.

12. The library is a smoke-free zone. Smoking and e-cigarettes are prohibited.
13. Service animals and animals used for library programs are permitted in the building. No other animals are permitted in the building.
14. Patrons are required to wear shirts, bottoms, and shoes and appropriate clothing when using the facility.
15. Patrons whose personal hygiene is offensive or disturbing to other patrons or library staff may be required to leave the building.
16. Misuse of restrooms, including laundering, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited. Library materials shall not be taken into the library's restrooms.
17. Unauthorized use of the library's computer network or failure to comply with the library's Internet Access policy and Wireless Access policy may result in suspension of library privileges.
18. Library patrons are not permitted in non-public areas of the library unless accompanied by library staff.
19. Patrons are expected to observe the one-way flow of traffic in the library's parking lot. The entrance to the parking lot is on Coolidge and the exit is on Beverly.
20. Persons committing disturbances, theft, vandalism, or other illegal acts are subject to prosecution.
21. Abuse, destruction, defacement, damage, hiding, or unauthorized removal of library materials or property is prohibited. Interference with patron access to library materials is prohibited.
22. Possession of weapons in the library is prohibited except as authorized by state law.
23. Any Library user who has had his or her privileges suspended may appeal to the Library Board by submitting a written request to Library staff. Library 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. Any restricted patron has the right to submit a written statement in support of the appeal. A restricted patron's spoken comment is limited to 5 minutes. The Berkley Library Board shall vote on the appeal and the majority vote at a meeting where a quorum is present is determinative.
24. Conduct in violation of federal, state, or local law, ordinance or regulation is prohibited.

This policy will be revised as time and circumstances permit.

Approved by the Library Director and Berkley Public Library Board on April 15, 2014.
Revised on February 15, 2017, June 9, 2021, January 19, 2022, and November 16, 2022.