

PATRON BEHAVIOR POLICY

I. Introduction.

The Bath Township Public Library (the “Library”) is open for specific and designated civic, educational and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy is to assist the Library in enriching the Bath Township community by providing a supportive, welcoming environment, nourishing a lifelong love of learning.

The following rules of conduct shall apply to all buildings and all branches – interior and exterior – and all grounds controlled and operated by the Library (“Library facilities premises”) and to all persons entering in or on the premises, unless otherwise specified.

II. Definitions

- A. “Library Premises” means inside the library building, on the library sidewalk, or at the library bike rack.
- B. “Library Patron” means a member of the public that accesses library materials, equipment, & library premises.

III. Rules for Safety and Security

- A. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation (including but not limited to assault, indecent exposure, larceny, removing Library material from the property without authorization through the approved lending procedures, or vandalism) is prohibited.
- B. Weapons. Carrying firearms or other weapons, except as specifically permitted and exempt from local regulation by law, is prohibited.
- C. Alcohol; Tobacco, & Other Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, tobacco, cannabis/marijuana, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Director or Director’s designee. Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library premises. To ensure clean air for the library, no smoking of any substance within 25 feet of Library entrances, exits, & operate windows is permitted.
- E. Recreational Equipment and Personal Transport Devices. Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment is not allowed in the Library or on Library property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs, scooters, and

other power driven mobility devices are permitted by those individuals with disabilities in accordance with the American's with Disabilities Act (ADA).

- F. No Blocking of Doors, Aisles or Entrances. All doors, aisles and entrances must remain obstacle-free.
- G. Animals. Animals are not permitted in the Library other than service animals (as defined by law) or for library programming.
- H. Incendiary devices. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
- I. Staff Only Areas. The public shall not be permitted in any areas designated as "staff only" unless otherwise permitted by the Library Director.
- J. School Groups. School groups using the Library must have approval of the Library Director and must have a teacher and other appropriate staff present to ensure that the students use the Library in conformance with these rules.

IV. Rules for Personal Behavior.

- A. Personal Property. Personal property brought into the Library is subject to the following:
 - 1. The Library personnel may limit the number and size of parcels carried into the Library. For security purposes, all parcels and coats may be subject to inspection by Library staff.
 - 2. The Library is not responsible for personal belongings left unattended and Library staff is not permitted to guard or watch personal belongings.
 - 3. The Library does not guarantee storage for personal property.
 - 4. For adult patrons, personal possessions must not be left unattended or take up seating or space if needed by others.
 - 5. For unaccompanied young adults, personal possessions (e.g., backpacks, sports equipment, skateboards, etc.) must be left in the designated area.
- B. Food and Beverages. Food and beverages are only permitted in designated areas.
- C. Unauthorized Use. Patrons must leave the Library promptly at closing time and may not be in the Library when it is not open to the public. Further, any patron whose privileges to use the Library have been denied may not enter the Library. 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, his or her designee, or the Library Board.

- D. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials shall be required to leave the building and shall not remain on Library premises.
- E. Considerate Use. The library expects behavior that is safe, kind, and respectful to all patrons, staff, the public, and library property. The following behavior is prohibited in the Library and on Library premises. Any unsafe or unwarranted physical behavior is prohibited.
- F. Sales, Panhandling or Soliciting. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.
- G. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
- H. Campaigning, Petitioning, Interviewing and Similar Activities. 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 and soliciting on Library grounds as follows:
1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting are prohibited inside the Library building.
 2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside the Library building but on Library property are subject to the following requirements:
 - a. Persons or groups are requested to sign in at the Checkout Desk in advance.
 - b. 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 or discussion.
 - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to the areas 25 feet from all entrances.
 - d. No person shall block ingress or egress from the Library building.

- e. Permitted times will be limited to the operating hours of the Library.
 - f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.
- I. Distributions; Postings. Distributing or posting printed materials/literature on Library property not in accordance with Library policy is prohibited.
- J. Restrooms. Library materials may not be taken into restrooms. Unless a parent, guardian, or responsible caregiver is assisting a child or a patron is assisting a person with a disability there shall only be one person to a stall. Misuse of restrooms is prohibited.
- K. Harassment. Photographing, video recording, audio recording, following, stalking, staring, harassing, arguing, or behaving in a threatening manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library premises; and (2) that interferes with Library patrons' use of the Library or the ability of the staff person to do their job is prohibited.
- L. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited.
 - a. Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.
 - b. Upon occasions, library programming may include loud noises. For patrons concerned for noise, see the library calendar.
- M. Odor. Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume, or cologne, that causes a nuisance is prohibited. (For example, if the patron's odor interferes with staff or other patrons' use of the Library, the patron violates this Policy).
- N. Phones. Phones shall be placed on silent or vibrate mode upon entering the Library. Phone calls on speaker mode are prohibited.
- O. Identification. Patrons must provide identification to Library staff when requested.
- P. Tables or Structures on Library Property. No person may use or set up a table, stand, sign or similar structure on Library premises. This does not apply to Library-sponsored or co-sponsored events.

- Q. Shirts and Shoes. Shirts and shoes are required and must be worn at all times on Library premises.

V. Rules for the Use and Preservation of Library Materials and Property.

- A. Care of Library Property. Patrons must not deface, vandalize, damage or improperly remove and/or steal Library materials, equipment, furniture, or buildings. Patron shall not load or install any programs or software on Library computers. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision.
- B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.
- C. Equipment. Library staff computers and designated equipment are for staff use only. Rooms designated as Staff Only are not available to the public.
- D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.

V. Violations and Appeals

Any person who violates this policy will be subject to the terms and conditions contained in the Library's Library Patron Violations Enforcement Policy, which may be amended from time to time.

AMENDED: July 15, 2026