

**Fraser Public Library**  
**DISPLAY AND BULLETIN BOARD POLICY**

Approved: September 10, 2018

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The Fraser Public Library provides space for exhibits, displays and postings of a civic, charitable, educational, cultural, governmental or recreational nature. Display Spaces and Bulletin Boards may also be used for Library purposes such as to display materials from the Library's collection, or to publicize Library services, collections, or activities. Thus, this Policy does not apply to the Library's use or co-sponsored use and the Library's use and co-sponsored use has first priority. When not used for Library sponsored or co-sponsored events, space designated by the Library for public use may be used for exhibits, displays and postings pursuant to this Policy.

**I. General Requirements:**

- A. The Display Spaces are limited to the following ("Display Spaces"):
  - 1. Glass Cabinets – 3 total in Library (1 locked)
  - 2. Other areas as designated by Library Director.
- B. Bulletin Board space is also limited to the following areas ("Bulletin Boards"):
  - 1. Foyer
  - 2. Friends Book Sale area and YA area
  - 3. Other areas as designated by Library Director.
- C. Display Spaces and Bulletin Boards shall be used for displays or postings of an educational, cultural, intellectual, charitable or recreational nature. Commercial displays, postings or exhibits, including the display or posting of any items for sale, is prohibited.
- D. All pre-approved Display Spaces and Bulletin Boards within the Library are open to adults and children of all ages and sensibilities.
- E. Display Spaces and Bulletin Boards are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.
- F. The Library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the exhibits, displays or postings.

**II. Display Spaces:**

- A. *Application for Display Spaces.*
  - 1. A person or organization ("Exhibitor") that desires to use the Display Spaces must submit an application to the Library Director.

2. The Library reserves the right to determine at its sole discretion what materials will be displayed as well as scheduling, duration, and assignment of Display Spaces. Applications for displays will be reviewed in light of the Library's educational, cultural, intellectual, or recreational purpose and community interest. The limitations on space will also be taken into consideration.

3. The Library Director or his/her designee shall make the determination regarding the use of Display Spaces. The Library Director or his/her designee has the right to review the materials, including promotion or publicity materials, in advance.

4. The Library reserves the right to remove any item from a Display Space on the above grounds or if the exhibition is a possible safety hazard, is too large for the Display Space, creates a maintenance problem, exceeds acceptable noise and light levels, interferes with the public service or other activities in adjacent Library areas or has been displayed without authorization.

B. *Display Guidelines.*

1. Exhibit and Display Spaces must be reserved in advance.

2. All materials are displayed at the Exhibitor's own risk. The Library is not responsible for any damage, defacement or removal of the Exhibitor's material. Exhibitors shall understand that most Display Spaces are not locked or secure. There is only 1 locked case available. The Exhibitor shall sign a release of liability. The Exhibitor shall be responsible for any insurance coverage of the materials in the Display Space.

3. A notice is to be posted with each exhibit or display stating that: "The material within the exhibit is the presentation of **[the Exhibitor]**." The sign stating "Fraser Public Library does not advocate or endorse the viewpoints of exhibits and Exhibitors" must remain visible in the Display area.

4. The Exhibitor may be identified by name within the exhibit or display. The Exhibitor may also include contact information.

5. The Exhibitor is responsible for installing and labeling the exhibit or display on the agreed upon date.

6. All exhibits or displays must be set up and removed with as little interference as possible to the daily operations of the Library. Once the exhibit or display is installed, changes may be made only with Library approval. Library staff will not assist with the set-up, installation or removal.

7. The Exhibitor shall remove the exhibit or display promptly on the agreed upon date at the end of the scheduled period. Exhibits or displays will be considered for exhibit for longer than the scheduled period with written approval of the Library Director or his/her designee.

8. The Library has the right to remove exhibit or display materials if they are not picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within sixty (60) days after the scheduled display period.

9. Exhibitors may not charge an admission fee or request donations. The Exhibitor's may not affix any prices or sell any items at the Library.

10. Damages to the premises, equipment or furnishings as a result of the Exhibitor's use will be charged to the Exhibitor.

11. Wall artwork must be suitably framed and ready for hanging. No artwork is to be attached directly to the wall.

### **III. Bulletin Board Space.**

- A. All notices for the Bulletin Board are to be given to the Library Director for approval and posting pursuant to this policy.
- B. Materials shall be posted for no more than two (2) weeks after receipt. Time sensitive material shall also be removed the day following the announced event or final date listed on the document.
- C. Materials posted are limited to postings that are educational, cultural, intellectual, charitable or recreational in nature. Commercial notices or personal notices, including anything for sale, will not be posted.
- D. Posting of materials does not necessarily indicate the Library's endorsement of the issue or events promoted by these materials.
- E. There is a limit of one posting per sponsor at a time in any Bulletin Board. On the Bulletin Board, items must contain the name of the sponsor of that item and may not be larger than 8 ½ x 11. Further, multiple copies may not be posted.
- F. Any postings that violate Michigan law or would cause the Library to violate Michigan law are not permitted.
- G. The Library does not permit petitioning, solicitation or distribution of literature, leaflets or similar types of appeals in the Bulletin Board.

### **IV. Right of Appeal**

Any person or organization aggrieved by the Director or designee's decision regarding the use of the Bulletin Board or Display Space may appeal that decision to the Library Board. Such appeal shall be made within ten (10) business days of the decision. The appeal letter must indicate it is an appeal and be sent to the Library Director. The person or organization must include the reasons for the appeal. The decision of the Library Board is final.

**Fraser Public Library**  
**MEETING ROOM**

Approved: September 22, 2014, Updated: May 14, 2018

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**Fraser Public Library welcomes the use of its meeting rooms for educational, civic or cultural purposes. Permission to use the meeting rooms does not imply library endorsement of goals or activities of any organization using these facilities.**

**Priority:** The Library, Friends of the Fraser Public Library and co-sponsored library programs and meetings have first priority. Other meetings are on a first come, first served basis.

**Hours:** Community meeting rooms are available during the hours the library building is open or other hours by arrangement.

**Eligibility:** Priority is given to residents, commercial and non-commercial organizations in the City of Fraser.

A refundable cleaning deposit of \$200 will be required for Social events such as showers, birthday parties, weddings or receptions. The \$200 will be entirely refunded as long as the meeting room remains in the original rental condition. Additional charges may be billed to the person signing the meeting room application if clean-up fees or damages go above \$200 dollars. Alcoholic beverages are not permitted.

Meeting rooms are NOT available for conducting commercial business or programs involving the sale, advertisement or promotion of commercial products or services.

Organizations may not charge an admission fee to the event. Venue must be free entry.

Final determination for eligibility for any organization rests with the Fraser Public Library Director or a designated representative in the Library. The Library must have a minimum of 24 hours to process any requests. Requests are only processed Monday-Friday.

Applications may be rejected or permission withdrawn for violation of library meeting room policy, commercial exploitation, disruptive behavior or damage to equipment or to the facility.

**Non-Profit Organizations:** Non-profit organizations, professional associations and neighborhood groups are welcome to use our Meeting Room.

**For-Profit and Commercial Organizations:** Commercial and for-profit businesses may use the Meeting Room for non-profit making activities. Programs that involve sales, promotion of products and services are prohibited.

**Meeting Room Facilities:**

Commercial, non-commercial, non-profit and industrial groups will be charged a \$40.00 fee for each scheduled use, with a maximum of 4 hours. Longer usage may be available for an additional \$40.

Seating capacity: 60 with chairs, lower capacity with tables

Equipment: projection screen, chairs, tables

Kitchen: microwave, refrigerator, coffee pot, stove (must provide own coffee, cups, etc.)

Parking: Library and City owned lots

Handicapped Accessibility: Elevator to 2<sup>nd</sup> floor

The Library Garden is occasionally available for rental to small groups.

**Refreshments & Catering:** The patron may serve simple refreshments with permission and use the kitchen for light preparation. Groups must supply their own dishes and utensils. Dinnerware, flatware, stemware, serving pieces and linens are not provided. Alcoholic beverages are not allowed. Garbage must be bagged and disposed of in wastebaskets. The Library is not responsible for equipment or items left in the meeting room or serving area. Users agree to clean the kitchen and equipment immediately following the meeting. Where appropriate cleanup is not done, the Library will assess the person signing the meeting room application additional cleaning fees to cover the damages.

**Damages:** The individual signing the reservation form assumes responsibility for all damages on behalf of the organization. Costs will include actual repair and replacement of equipment, damage to the facility and other necessary repair costs plus staff time. Special cleaning charges will be assessed.

**Reservation Procedure:** Inquiries about date availability may be made by telephone, 586.293.2055. The Library must receive a fully completed reservation form (paper or digital), room reservation payment (must be made prior to room use) and any required deposit in order to confirm the date.

**User Responsibilities:**

Abide by Rules of conduct.

Users may not attach materials to library walls or doors.

No candles or open flames.

Meeting activities must be confined to the meeting room.

Users must provide adequate adult supervision of children under 18.

Users must leave the facility in the same condition in which it was found.

Users may not access meeting room prior to Library's opening time unless granted permission the Director.

Room must be vacated no later than 10 minutes prior to the Library's closing time.

**Liability:** Users of Library meeting areas will agree to defend, indemnify and hold the Library harmless from any loss, damage, liability costs and/or expense that may arise during or caused in any way by the use of the Library Meeting room and assume all risks of injury to members of the organization, participants and spectators. The Library is not liable for loss or damage to exhibits or personal property.

# Fraser Public Library

## PATRON BEHAVIOR POLICY

Approved: October 8, 2018

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### I. Introduction.

The Fraser 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 fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

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

### II. Rules for a Safe Environment.

- 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 guns, pistols or other weapons, except as specifically permitted and exempt from local regulation by law, is prohibited.
- C. Alcohol; Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library. Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.

- 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 Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.
- F. No Blocking of Doors, Aisles or Entrances. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.
- G. Animals. Animals are not permitted in the Library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement 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. Patrons 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.

### **III. 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 of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as suitcases, duffle bags or large plastic garbage bags. For security purposes, all parcels (including but not limited to handbags, backpacks, packages, and shopping bags) 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. Personal possessions must not be left unattended or take up seating or space if needed by others.
- B. Food and Beverages. Food and beverages are only permitted in designated areas and per the Library Beverage policy as well as in particular library programs.
- 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 being disruptive, 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 property.
- E. Considerate Use. The following behavior is prohibited in the Library and on the Library building grounds.
1. Spitting;
  2. Running, pushing, shoving, fighting, provoking a fight or other unsafe physical behavior;
  3. Climbing on furniture;



4. Using obscene or threatening language or gestures.
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- F. 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. Sales. Selling merchandise on Library property without prior permission from the Library Director is prohibited.
- J. Distributions; Postings. Distributing or posting printed materials/literature on Library property not in accordance with Library policy is prohibited.
- K. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited. Unless a parent or guardian is assisting a child or a patron is assisting a person with a disability, there shall only be one person to a stall. Library materials may not be taken into restrooms.
- L. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, or behaving in a 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 property; and (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited.
- M. 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.

Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.

- N. 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).

- O. Phones. Phone calls are prohibited in the Library, except in the lobby. Those patrons desiring to use phones to place or receive calls must use the phones outside of the Library buildings or in the Library's lobby. Electronic devices, including cellular phones, shall be placed on silent or vibrate mode upon entering the Library.
- P. Library Policies. Patrons must adhere to all Library Policies.
- Q. Identification. Patrons must provide identification to Library staff when requested.
- R. Tables or Structures on Library Property. No person may use or set up a table, stand, sign or similar structure on Library property. This does not apply to Library-sponsored or co-sponsored events.
- S. Smoking; Tobacco Use. Smoking, using e-cigarettes, vaping, electronic nicotine delivery systems or chewing tobacco is prohibited within the Library and within 25 feet of building entrances.
- T. Shirts and Shoes. Shirts and shoes are required for health reasons and must be worn at all times inside the Library and on Library property.

#### **IV. 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 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. Patrons shall not cause damage by returning books containing bedbugs or bringing bedbugs into the Library.
- 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 are for staff use only.
- D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.

- E. Use of Tables and Computers. Only 6 people may be seated at a table and no additional people may stand around any one table without permission from the Librarian in charge.

## **V. Children in the Library**

- A. Use by Children. Children are welcome and encouraged to use the Library at all times. The Library desires to make each visit an important one for the child. A "Child" means a minor under the age of 18.

- B. Rules and Regulations Regarding Children.

1. All patrons, including children, are expected to comply with the Library's policies. Parents, guardians or responsible caregivers shall review and be fully aware of all Library policies governing children, particularly the Internet Use Policy.
2. Parents, guardians and caregivers are responsible for the behavior and supervision of their children regardless of age while in the Library or on Library property.
3. Library staff will not be expected to supervise or monitor children's behavior.
4. Children under the age of 10 must be attended by a parent, guardian or responsible caregiver. The parent, guardian or responsible caregiver shall remain in the Library at all times. If a child under the age of 10 is attending a Library-sponsored program on the premises, the parent, a guardian, or responsible caregiver is to remain on the premises for the duration of the program.
5. Children of any age who, because of developmental disability, mental illness, or physical disability, require supervision or personal care shall be attended by a parent, guardian or responsible caregiver at all times.
6. Children ages 5 and under must be within the visual contact of a parent, guardian or responsible caregiver at all times, including during programs and visits to the restroom. Children ages 5 and under may not be left in the Youth Services Department alone.
7. Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons. Further, staff will not be responsible for children 10 years or older who may be asked to leave the Library if the child is in violation of Library policy.

8. We request that all unattended children be picked up at least ten minutes before closing time. Parents, guardians and responsible caregivers need to be aware of when the Library closes.
  9. Children 10 years or older must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls.
- C. Contact of Parent or Guardian. Library staff will attempt to contact a parent, legal guardian, custodian or caregiver when:
1. The health or safety of an unattended child is in doubt.
  2. A child is frightened while alone at the Library.
  3. The behavior of an unattended child violates Library policy.
  4. The unattended child has not been met by a parent, legal guardian, custodian or responsible caregiver at closing time. A child is considered unattended at closing time if the child is under the age of 10 or the child needs assistance procuring transportation.
- D. Unattended Children at Closing. If a parent, legal guardian, custodian or caregiver cannot be reached by closing time or fails to arrive within a reasonable time after being contacted, Library staff will contact law enforcement officials to take charge of the situation involving the unattended child. Library employees are not permitted to transport an unattended child or vulnerable adult under any circumstances.

If the parent, legal guardian, custodian or caregiver can be reached by closing time, the staff member shall explain the Library's policy and provide a copy of this policy.

## **VI. Disciplinary Process for Library Facilities.**

The Library Director or the Director's designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this policy. When necessary, the local police may be called to intervene.

- A. Incident Reports. Library staff shall record in writing in the form of an Incident Report any violation of this policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
- B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this policy, (see Section C below), the Library shall handle violations as follows:
1. *Initial Violation:* Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
  2. *Subsequent Violations:* The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- C. Violations that Affect Safety and Security. Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
1. *Initial Violation:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.
  2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Library Director's authorized designee, may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

- D. Reinstatement. The patron whose privileges have been limited or suspended shall attend a meeting with the Library Director or the Library Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated. The Library Director may impose conditions for the reinstatement.

## **VII. Right of Appeal.**

Patrons may appeal (1) a decision to limit or suspend privileges or (2) the conditions placed on reinstatement by sending a written appeal to the Library Board within 10 business days of the date of the decision. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.