

Library Conduct Policy

Approved By: Library Board of Trustees
Adoption Date: August 28, 2025
Last Date Updated or Reaffirmed:

Purpose

Grand Marais Public Library is committed to creating a welcoming, inclusive, and respectful space where all people can learn, connect, and enjoy library services safely and without disruption. These rules are designed to protect the rights and well-being of all patrons and staff, and to ensure the library remains a calm, clean, and supportive public space.

Our Expectations

We ask all visitors to treat each other and library staff with courtesy and respect. To support a safe and positive experience for all, visitors are expected to:

- Use library spaces and resources as intended.
- Be respectful in speech and behavior.
- Attend to any individuals in your care.
- Keep personal belongings with you.
- Follow staff instructions and library signage.
- Allow library staff to enforce rules and policy with others.
- Follow all local, state, and federal laws.

Behavior That Is Not Allowed

The following behaviors are not permitted in the library or on library property. Similar behavior not listed here is also not permitted:

Disruptive, Unsafe, or Harmful Behavior

- Harassment, bullying, or threatening language or actions.
- Verbal or physical aggression toward patrons or staff.
- Excessive noise, yelling, or disruptive phone calls.
- Behavior that emotionally disrupts or disturbs others; disorderly conduct.
- Fighting, chasing, or running indoors.
- Sleeping that appears unsafe or causes concern.
- Throwing objects or horseplay.
- Behavior that disturbs others' ability to use the library.

Inappropriate Use of Library Property

- Damaging or misusing library furniture, technology, materials, or equipment.
- Blocking aisles, walkways, entrances, or exits.
- Bringing in large personal items that interfere with library use.
- Entering non-public spaces including the public service desk areas without staff permission.

Prohibited Activities

- Campaigning, petitioning, interviewing, or surveying without permission.

- Using or displaying alcohol, marijuana, or illegal substances.
- Smoking, vaping, or using tobacco products.
- Using or displaying a weapon in violation of Minnesota law.
- Engaging in theft, vandalism, or sexual activity.
- Recording or photographing patrons or staff in ways that are disruptive, harassing, or interfere with others' privacy.
- Removing materials from the library without properly checking them out.

Food & Drink

Because food and drink can damage library materials, equipment, or furnishings:

- Covered beverages are permitted.
- Messy snacks and meals are not permitted indoors, but outdoor seating is available.

Staff may exercise discretion to allow exceptions to this policy to meet the needs and goals of library programs and events.

Hygiene and Personal Care

- Shoes and clothing are required.
- Personal hygiene or health conditions that interfere with others' ability to use the library may result in being asked to leave until the issue is resolved.

Children and Vulnerable Adults

Library staff cannot assume responsibility for the care, safety, or supervision of children or vulnerable adults. Parents and caregivers are responsible for supervising activities and behavior during visits.

- Children under age 8 must be accompanied and supervised by a responsible caregiver.
- Vulnerable adults must be attended to by their caregiver or companion.
- If a child or vulnerable adult is left unattended and staff are unable to reach a parent or caregiver, law enforcement may be contacted to ensure their safety.
- Youth ages 8 and up may visit independently but are held to the same behavior guidelines as others. Parents/guardians are responsible for their actions.
- Caregivers who are unwilling or unable to supervise their dependents may be asked to leave the library to maintain a safe environment for all.

Photography and Recording

At Grand Marais Public Library, we recognize that each visit may be part of a personal journey—whether it's for discovery, learning, reflection, or connection. Our patrons value the freedom to explore those experiences in a space that respects their privacy. To protect that experience, we ask that all photography and recording be done with care, consent, and consideration.

- Photography and recording are allowed only in public areas (e.g., lobbies, reading rooms, event spaces); may be limited based on space or activity.
- Photography and recording are not allowed in restricted areas, such as staff offices, study rooms, or other spaces where privacy is expected.

- Photography and recording must not disrupt library use, interfere with services, or involve harassment, intimidation, or excessive focus on any one person.
- Out of respect for privacy, we ask visitors not to photograph or record other people's children without permission.
- Parents and caregivers may take pictures of their own children, understanding that others may appear in the background.
- The library may take photos or videos of programs and events to promote services (e.g., on our website or social media). When children are prominently featured, we strive to seek permission before sharing images publicly.
- Commercial or journalistic recording requires advance written approval from the Library Director. Permission is not guaranteed; contracts or insurance may be required.
- Staff may ask anyone to stop recording or taking pictures if it becomes disruptive or makes others uncomfortable.
- Please also see our Security Camera Policy for additional information.

Thank you for helping us keep the library a welcoming and respectful place for all.

Animals

- Only service animals as defined by the Americans with Disabilities Act (ADA) are permitted inside the library.
- Emotional support, therapy, comfort, and companion animals are not considered service animals under the ADA and are not permitted inside the library.
- Staff may approach patrons with animals to ask the two questions permitted under the ADA to determine if the animal qualifies as a service animal.
- Patrons with non-service animals will be asked to remove the animal from the building and may return without it.
- Animals waiting outside should be secured a respectful distance from entrances to ensure others feel safe and confident entering the library.
- Animals left unattended on library grounds that are in distress or disturbing others may result in staff requesting that the owner return when the animal is calm or removed from the premises.

What Happens If Rules Are Violated

Library staff will address behavior concerns respectfully and appropriately. Steps may include:

1. A verbal reminder of the rules
2. A request to leave the premises temporarily
3. Police assistance, if a person refuses to leave or staff feel unsafe
4. Suspension of library privileges for repeated or serious violations

Minors:

When a disruptive patron is a minor, staff will attempt to contact a parent or caregiver. If no one can be reached or respond, law enforcement may be called to escort the child from the library. Unattended minors age 12 and older may be asked to leave and escorted to the door. Staff response may vary based on the child's maturity, behavior, time of day, and weather conditions.

Serious Violations:

In exceptional cases, the Library Director or designee may immediately revoke a person's library privileges. Repeat or serious violations may lead to a trespass order. Individuals who fail to comply with such an order may be subject to arrest and prosecution under applicable trespassing laws.

All incidents will be documented.

Patrons may appeal suspensions by submitting a written request to the library director.

Review

This policy will be reviewed by the Library Board at least every five years or as needed.