



ACCEPTABLE USE POLICY

The Allendale Township Library supports the rights of all individuals to free and equal access to information and use of the Library without discrimination, intimidation, threat of harm or invasion of privacy. The Allendale Library is dedicated to providing friendly, courteous, and respectful service. The goal of the Library is to provide an enjoyable, clean, and comfortable environment for all Library users.

ROLE OF THE ALLENDALE TOWNSHIP LIBRARY

Protect Library Property

The role of the Allendale Township Library is to protect collections, equipment and property for present and future users. Intentionally damaging, destroying or stealing any materials, equipment or property belonging to the Library, another customer or staff member is prohibited. Library users are advised to keep personal belongings with them at all times.

Ensure a Safe and Secure Environment

The role of the Allendale Township Library is to ensure a safe and secure environment. Committing or attempting to commit any activity that would constitute a violation of any federal, state or local criminal law or ordinance is prohibited on Allendale Township Library property. Examples of prohibited activities include but are not limited to:

- Sexual, physical, or other harassment
- Bringing unauthorized weapons on Library premises
- Possessing, selling, or being under the influence of alcohol or illegal drugs
- Engaging in peeping, stalking, or indecent exposure
- Soliciting, panhandling, or gambling on Library property
- Trespassing or entering Library property when banned

Provide a Comfortable and Welcoming Environment



The role of the Allendale Township Library is to provide a comfortable and welcoming environment. Mutual respect makes it possible for everyone to enjoy Library materials and services. We ask Library users to be respectful of each other and behave in a manner that does not disrupt other Library users or interfere with normal operation of the Library. Examples of disruptive behaviors include but are not limited to:

- Sexual, physical, or other harassment
- Using profane, obscene or abusive language, including racial, ethnic or other epithets
- Creating unreasonable noise and engaging in boisterous activity
- Using audible devices without headphones or using headphones set at a volume that disturbs others. Using any communication devices in a manner that disturbs others
- Running, pushing, fighting, or shoving
- Operating roller skates, cycles, skateboards, scooters, or other similar devices inside the Library
- Failing to comply with a reasonable staff request or failure to leave the Library during emergencies and at closing time

Maintain a Healthy and Clean Environment

The role of the Allendale Township Library is to maintain a healthy and clean environment for all Library users. Considerate consumption of a covered beverage is allowed in public areas of the Library unless otherwise noted. Examples of behaviors that are not conducive to providing a clean and hygienic environment include but are not limited to:

- Smoking, chewing tobacco, or other tobacco use
- Consuming food or beverages in a manner that creates an unclean environment, attracts insects or vermin, disrupts other customers, or is harmful to Library resources
- Improper dress including not wearing shoes or a shirt
- Personal hygiene that poses a health risk or disturbance to patrons



- Bringing animals inside Library buildings, with the exception of service animals and those allowed during special Library programs

Enforcement of the Library Use Policy

Enforcement of the Library Use Policy will be conducted in a fair and reasonable manner. Library staff and/or Ottawa County Police Department will intervene to stop prohibited activities and behaviors. Individuals who fail to observe the Library Use Policy may be asked to leave the Library building and property, be banned from the Library for a period of time, be subject to arrest, or be subject to other lawful action.