

4.0 FACILITIES USE POLICIES

4.1 Display and Distribution of Materials

All materials to be displayed for public viewing and distribution within the Howard Miller Library and Community Center must be approved for such use by the director or other authorized staff member within the City of Zeeland. This includes, but is not limited to, bulletin boards, literature racks, lobby display case, as well as tables, walls, and other fixtures within the public library space.

Materials will be considered for display or distribution based on the following criteria:

- Promotion of Library, Community Center, or City of Zeeland services, events, or programs.
- Educational or artistic materials and displays appropriate for all ages.
- Services and community events offered at no or low cost by nonprofit organizations.

Individuals or organizations must obtain permission prior to posting or placing materials. Items posted without prior approval will be removed and discarded without notice.

4.2 Study Room Usage

Howard Miller Library has four study rooms on the second floor of the public library space. This room usage policy does not apply to spaces operated by the Howard Miller Community Center (banquet room, lower-level activity rooms). The purpose of the study rooms is to provide space for study and/or collaborative work. Study rooms are not to be used for social functions, sleeping or “for profit” entities soliciting or selling products and/or services. This includes, but is not limited to, home party sales and professional services.

4.2.1 Study Room Availability

Study rooms are available free of charge during regular library hours on a first-come, first-served basis. All rooms must be vacated 15 minutes prior to the library closing.

4.2.2 Study Room Occupancy

Study rooms are available to adults (18 years or older) or to children being tutored, provided an adult is present at all times. Rooms may be used in two-hour increments. If no other patrons

are waiting, users may request an additional two-hour session. Maximum occupancy is posted in each room and must not be exceeded.

4.2.3 Study Rooms and Personal Items

Study rooms may not be used as storage for personal belongings. Rooms must be actively occupied during use. The library is not responsible for unattended items. Personal belongings left unattended for more than 15 minutes may be removed by staff.

4.3 Lost and Found

Personal items found within the library will be held for a designated period appropriate to the item's value. When possible, staff will contact the owner. If contact is not possible, items will be stored and eventually disposed of or donated according to the guidelines below.

4.3.1 Items of Monetary Value

- Debit/credit cards, identification, wallets, and purses will be stored securely for up to 48 hours. Unclaimed items will be turned over to the Zeeland Police Department.
- Electronics and jewelry will be stored securely for up to two months. Unclaimed items will be turned over to the Zeeland Police Department.
- Loose cash valued under \$20 will be held until the end of the business day and, if unclaimed, will be donated to the library's book sale.
- Loose cash valued at \$20 or more will be stored for up to two months and, if unclaimed, donated to the book sale.

4.3.2 Clothing and Other Non-Valuable Items

Non-valuable items such as clothing and personal accessories will be placed in the lost and found bin. These bins are emptied quarterly, and unclaimed items will be donated to local charities.

4.4 Building and Staff Safety

Keyed access to the library and community center is limited to authorized personnel. Areas marked "Staff Only" are restricted to library and city staff; patrons may only enter when accompanied by staff. A minimum of three staff members must be present in the public library area for the building to open to the public.

4.5 Public Responsibilities

The Howard Miller Library welcomes all community members and strives to maintain a clean, safe, and respectful environment. To support this, all patrons must:

- Comply with all local, state, and federal laws, as well as library policies.
- Treat fellow patrons and staff with respect; harassment or physical harm is not tolerated.
- Avoid loud or disruptive behavior, including offensive language.
- Use headphones when listening to audio; keep phone conversations quiet and brief.
- Refrain from solicitation of any kind.
- Wear shirts and shoes at all times.
- Refrain from smoking or vaping inside the facility.
- Leave pets at home; service animals are welcome.
- Clean up after themselves.
- Supervise children appropriately (see Policy 4.5.1).
- Refrain from bringing in recreational wheeled devices (e.g., bikes, skateboards, rollerblades).
- Maintain personal hygiene to avoid causing discomfort to others.
- Keep personal belongings with them and do not leave items unattended.
- Avoid sleeping in the library and refrain from blocking aisles, exits, or furniture.

4.5.1 Children in the Library

Children and teens under the age of 18 are encouraged to use the library. To ensure safety:

- All children must follow library policies. Parents/guardians are responsible for their children's supervision and behavior at all times.
- Children under the age of 8 must be accompanied by a responsible caregiver age 14 or older, who must remain within reach while in the library.
- Children with developmental, physical, or mental disabilities requiring supervision must be always accompanied by a caregiver, regardless of age.

- Staff are not responsible for children who leave the premises or are asked to leave due to behavior.
- All unattended children must be picked up at least 10 minutes before closing.
- Children 8 and older must know a phone number for a responsible adult.
- Library staff may attempt to contact guardians when a child's health or safety is in question, a child is frightened or distressed, or a child is left uncollected multiple times.
- If a responsible adult cannot be reached or fails to arrive within a reasonable timeframe after closing, law enforcement may be contacted. Staff will not transport any child under any circumstances.

4.5.2 Violations of Patron Responsibilities

Library staff reserve the right to take the following actions in cases where policies are violated:

1. **Verbal Warning** – Staff will explain the specific policy being violated and state the expected behavior.
2. **Request to Leave** – If behavior continues, the patron may be asked to leave for the remainder of the day.
3. **Temporary Suspension** – Repeated or serious violations may result in suspension of library privileges by the Director. The length of suspension will be determined by the nature and frequency of the behavior.
4. **Appeals Process** – Patrons may appeal a suspension by contacting Zeeland City Hall. The Library Advisory Board will review the appeal outside of its regular meetings if needed. A final decision will be communicated within 48 hours after a decision is made.