

## **Respect for Users, Staff and Library Property**

Approved by the Board of Trustees 3/20/2024

A public library is created for the use of everyone in the community. All staff members have the responsibility to keep the Library a safe and pleasant environment and the Library is responsible for establishing rules of conduct to protecting the library's materials, equipment, facilities and grounds. This includes discouraging and handling behavior that disrupts others.

Any patron not abiding by these or other rules and regulations of the Library shall be required to leave the Library premises. Library employees shall contact the police for assistance if deemed necessary.

- Library users may not steal, damage, alter or inappropriately use library property including books, computer hardware, software, printers, copiers and other equipment. Malfunctioning equipment should be repaired by library staff only.
- All Library users shall properly dispose of their trash in trash receptacle.
- Smoking, vaping (e-cigarettes) is prohibited in the building and on the Library premises or near the entrances at any time.
- Drinking from containers with secure tops or lids is allowed, except near Library equipment and computers. Eating dry good items from a secure containers or bags is allowed at tables without library computers or equipment. Eating sandwiches or any other food other than dry goods is not allowed. (Note: The Community Room has different food rules.)
- It is prohibited to use, sell, or be under the influence of alcohol, or illegal drugs. In addition, library users may not be in possession of illegal drugs. (Note: The library may host special events during which alcohol is served with advance approval of the library board and director.)
- Library users are expected to be dressed appropriately while on the Library premises. Shirts and shoes are required while on the Library premises. Swimsuits are not considered appropriately dressed.
- Library users may not enter the library if they have neglected their bodily hygiene. Patrons will be asked to leave if they have offensive body odor disruptive to the library environment, including excessive use of cologne or perfume.
- Library users are expected to talk quietly in all areas of the Library. All group work must be done with respect for other users; participants may be asked to relocate if their activity disturbs others. A Designated Quiet Area is for quiet reading and studying. Extensive, loud conversations, joint study activity and tutoring are not permitted in the Designated Quiet Area of the Library. (Library Board meetings are the only exception allowed in the Designated Quiet Area.)
- Library patrons are prohibited from bringing animals into the Library, with the exception of service animals. Animals shall be attended at all times while on Library grounds. (Refer to the Animals in the Library Policy for additional information.)

- Talking quietly on a cell phone is permitted in the Library, except the Designated Quiet Area, but only when the conversation is conducted so as not to disturb others. Lengthy conversations should be conducted outside.
- Patrons shall not interfere with the use of the Library by other patrons or interfere with Library employees' performance of their duties. Running, fighting, roughhousing, pushing, shoving, throwing things, vulgarity or displaying any disruptive behavior is not permitted in the Library. Verbally or physically threatening or harassing other patrons, volunteers or staff is not permitted. Sleeping, stalking, littering and loitering are also not permitted. Aggressive behavior will not be tolerated. Examples of aggressive behavior include abusive or foul language. Racial/ethnic slurs are prohibited.
- Solicitation, campaigning, lobbying, proselytizing, nonlibrary related selling, and loitering on Library property is prohibited.
- Personal audio systems with headphones may be used at a level which is not audible to others. Sports equipment and large audio equipment (i.e. boom boxes, skateboards, roller blades, etc.) shall not be brought into the Library.
- The Library assumes no responsibility for lost or stolen property.
- Parents are responsible for the safety of their children. Children under the age of 10 must be supervised at all times. The Library takes no responsibility for the safety of children left unattended. Parents of children attending preschool programs are required to remain in the building during the program. (Refer to the Child Safety Policy for additional information.)
- Solicitation for any purpose is not allowed on Library property.

This list is not all-inclusive. At the discretion of staff, in situations not explicitly covered by these rules, the fundamental principles of fairness, consistency and common sense will be employed. These rules will be enforced in a fair and reasonable manner. Library users will be asked to leave if they fail to comply with a reasonable staff request. Violation of these rules may result in the loss of library privileges in accordance with MCA 2017 22-1-311.