

# **Mancos Public Library**

## **Patron Responsibilities and Conduct Policy**

### **Policy Statement**

The Mancos Public Library (MPL) creates a welcoming environment for all MPL provides resources and services to patrons and visitors in a manner that ensures their safety in an atmosphere of courtesy and respect. To clarify the behavior expected by those on library property, and the consequences of behavior, the following Regulations have been adopted.

### **Regulations**

Individuals on library property will, at all times, show respect for themselves, other library users, staff, and all property of the Library. They will refrain from behavior that is illegal; that may constitute a danger to themselves or others; and/or that is disruptive, threatens, or damages library property. Library patrons will keep all valuables and personal property with them at all times. The library is not responsible for lost or stolen times.

This policy includes behaviors and actions that are not allowed on Library property, indoors and outdoors. This list is not all encompassing. Incidents not covered by this policy will be reviewed on a case-by-case basis.

### **General Behavior**

Unacceptable behaviors include but are not limited to:

- Engaging in disruptive behavior such as shouting, persistent loud talking, running or other noise making.
- Harassing library users or staff through physical, sexual or verbal abuse, including the use of offensive language.
- Speaking on a mobile phone or using a noise-making device in main library and meeting rooms. Phone conversations are permitted in the foyer.
- Open drink containers or food without permission from staff.
- Using restrooms, study rooms or meeting rooms for other than their intended purpose.
- Abandoning, neglecting or leaving young children unattended or otherwise violating MPL Unattended Children Policy.
- Leaving bicycles, non-licensed scooters, or any other personal transportation anywhere except the proper location (i.e., bike rack).
- Distributing literature, gathering signatures, posting materials, or conducting surveys without written consent of the Library Director.
- Soliciting, selling goods or making any monetary transactions on library property without written consent from the Library Director.
- Pets or animals in the library, except for service animals.
- Utilizing computers for illegal activity, gambling, viewing inappropriate material of a sexual nature, or otherwise violating the MPL Technology Policy.

### **Personal Presentation**

- Patrons may not use the Library in improper attire; for example, shirtless and/or bare feet in the main library and meeting rooms.
- Offensive body odor due to poor personal hygiene, overpowering perfume, or cologne.

## **Illegal Activity**

- Littering, damaging or vandalizing library facilities, equipment or materials.
- Possession of unconcealed or illegal weapons (CO Statute 18-12-214) in the library, except on the person of law enforcement officials.
- The use of alcohol, drugs or tobacco. Alcohol may be permitted at events by written consent of the Library Director and by obtaining State of Colorado special event Liquor License through the Town of Mancos, 40 days prior to the event.
- All acts which are subject to prosecution under criminal, civil, county or town law.

## **Electrical Outlets & Equipment**

- Electrical outlets provided in public spaces may be used to charge approved devices such as laptops, mobile devices, and checked-out library items.
- Outlets may not be used to power any device not used for studying/research purposes or devices deemed unsafe by a library employee (ex. Appliances, space heaters).
- Electrical cords or power strips may not be draped across aisles, exit pathways, or left in any manner deemed unsafe or a hazard by any library employee.
- Patrons may not unplug any library equipment.

## **Infractions**

Any staff member who observes or receives a complaint of inappropriate behavior may take the following course of action:

1. Handle the problem directly with the patron. Staff should use their judgement as to whether or not they need additional staff assistance.
2. Contact the Library Director if the staff member does not wish to confront the patron
3. The police may be called at any time a patron is continuing to be inappropriate, not responding to staff requests, or if a staff member feels unsafe. The police should be called if a patron is violent or a danger to themselves or anyone else.

The Library Director shall be informed of all Code of Conduct violations at the earliest available opportunity. Based on the severity of the situation, patrons violating the Code of Conduct may be subject to any of the following:

1. Verbal Warning
2. Asked to Leave
3. Temporary Ban
4. Permanent Ban

Library bans will be at the discretion of the Director and reserved for severe or repeated violations of the Code of Conduct. Patrons who have been permanently banned from the Library have the option to appeal once to the Library Board of Trustees in writing and will receive a written response following a review and discussion at the next Board meeting.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

Signed: \_\_\_\_\_

President, Board of Trustees