

# **Delta County Public Library District**

*“Serving and Empowering People  
Providing Resources for Life, Leisure and Learning”*

**The Board of Trustees of Delta County Public Library District (Library Board) adopts and makes public the following written policy:**

## **Acceptable Use of the Library Policy**

### **Revision Dates and General Definitions**

This revision dated 09/20/2017 overrides all previous versions of **Delta County Public Library District ACCEPTABLE USE OF THE LIBRARY** and any verbal/oral policies, actions and behavior in existence prior to this date.

No individual has the authority to override the provisions contained in the Delta County Public Library District's (hereafter referred to as the District) policies either orally or in writing, or by their actions.

Delta County Public Library District Board of Trustees (hereafter referred to as the Library Board) endorses the following Acceptable Use of the Library Policy, as it will be presented to staff, patrons and volunteers. It is the purpose of the District to provide free, open and equal access to ideas and information to all members of the community. The Acceptable Use of the Library Policy is designed to support library staff, patrons and volunteers in accomplishing this goal. A general Code of Conduct that summarizes this policy will be posted in all libraries and made available to patrons when they sign up for a library card.

Any person who violates the Acceptable Use of the Library Policy may be subject to suspension of privileges in accordance with the procedures listed below.

#### **WHILE AT THE LIBRARY, YOU ARE ENCOURAGED TO:**

- Ask the staff for help. Let the staff know when you are unable to find what you need so they can try to get the information for you. This also helps the library know what needs to be added to the collection.
- Inform the staff if you need accommodation or if assistance is needed for your full use of library services.
- Explore new ideas and interests by attending library programs.
- Be responsible for the safety, well-being, and conduct of children in your care.
- Cooperate with the requests of library staff.

#### **WHILE AT THE LIBRARY, THE FOLLOWING IS PROHIBITED:**

- Behavior which is unsafe or disturbing to other patrons, volunteers or staff such as loud talking, shouting, screaming, crying children, or making other loud noises, excessive public displays of affection, pushing, running, shoving, or throwing things.
- Verbally or physically harassing or threatening other patrons, volunteers, or staff. Harassment may include, but is not limited to: initiating unwanted conversation; obscene language; staring at other patrons; following other patrons; impeding access to or within the

library building; or other actions that an individual reasonably perceives to be hostile, threatening, intrusive or offensive.

- Children or other persons in need of supervision may not be abandoned or left unattended in the library. It is recommended you do not leave young children, under six years of age, unattended in the library. Parents are responsible for their children's behavior on library premises. Library staff do not provide child care. Staff are authorized to call law enforcement when the library closes if unattended children have not been picked up. Under no circumstances will staff provide transportation for children left at the library.
- Actions which damage library property or the property of others.
- Any behavior which is prohibited by law.
- Sexual misconduct, such as exposure, offensive touching, verbal comments or unwanted sexual advances to patrons, volunteers, or staff within the meaning of Section 18-7-302 C.R.S. or any successor statute.
- Smoking of any kind. This includes the use of tobacco or tobacco products including cigarettes, cigars, and chewing tobacco. The prohibition on smoking includes electronic or e-cigarettes and vaping or vaping, as well as marijuana cigarettes or pipes. No smoking is allowed within any library building, within 15 feet of library entrances, or on library property as mandated by local ordinance.
- Possessing, consuming, or being under the influence of alcohol or illegal drugs.
- Consuming beverages without a screw top or sip-style lid.
- Bringing animals, other than guide animals, into the library except as authorized by a Library Manager or their designee.
- Animals may not be left unattended outside the library whether tethered or not.
- Access to staffing areas or being in the library after-hours, unless accompanied by a library employee.
- Sleeping for long periods of time/refusing to leave the library.
- Bodily hygiene that is offensive so as to unduly interfere with other's use of the library. You may be required to leave the building.
- Inappropriate dress.
- Tampering with the arrangement of library materials, which makes finding or using them difficult.
- Use of cell phones, radios, tape or CD players, or other personal listening or communication devices at a level that can be heard by others.
- Misuse of restrooms. Using restrooms for laundry or bathing.
- Riding a skateboard or scooter, bringing or riding a bicycle, wearing or using rollerblades or roller skates, inside the library or any other activity that might jeopardize the safety of anyone in any library facility.
- Parking in areas designated for library vehicles only.
- Use by adult patrons of reading areas, tables and computers intended for use by children or teens except those who have a legitimate reason for being in the children's or teen areas.
- Solicitation of funds, distribution of literature or promotional materials, collection of signatures for a petition, or sale of goods by any person or agency other than the library.
- Use any other person's library card to obtain any library services without their permission.
- The District prohibits any person to openly carry firearms in buildings or on property owned or leased by the District, or at events sponsored by the District. This policy does not apply to legally licensed, concealed guns as provided for under Colorado laws, on duty law enforcement personnel, or any licensed private security guards employed by the District.
- Stealing, damaging or altering any library property (with the exception of normal wear and tear), including, without limitation, any computer equipment, systems, or software. **The**

***library reserves the right to inspect all bags, purses, briefcases, packs, computers bags, and coats.***

- Committing harassment of another person, within the meaning of Section 18-9-111 Colorado Revised Statutes (C.R.S.) or any successor statute, in any library facility.
- Posting/distributing printed literature that has not been approved by the library or posting material other than in an approved area.
- Personal possessions may not be left unattended.
- Use of library computers for anything other than their intended purpose. Downloading or searching any files other than those on your own CD or USB. (See District Internet Policy) Manipulate or bypass library software systems such as those that regulate computer use or tamper with library computer hardware or accessories;
- Blocking or loitering in entries, aisles or passage ways so as to make it dangerous, difficult or impossible to walk through. This includes placement of cords for electricity to electronic equipment, such as laptop computers.
- Use of the library's courtesy telephones is limited to short, local calls at the discretion of library staff and availability of the phone.

Note: This list is not all-inclusive and other behaviors judged inappropriate by District staff may be cause for consequences.

### **CONSEQUENCES OF VIOLATION**

The District Director, Library Manager, or their designee will apply these rules in a fair and equitable manner for the benefit of all. If any of the information is unclear please ask a member of the library staff for clarification. The consequences of misconduct may be any of the following: verbal warning, behavioral contract, eviction, loss of library privileges, or prosecution to the full extent of the law. If the police are called the offender may be cited. Parents will be called or notified in writing in the case of a minor (less than 17 years of age).

People who commit any criminal acts in library facilities may be subject to criminal prosecution as well as suspension of all library privileges.

### **SUSPENSION OF LIBRARY PRIVILEGES**

The District Director, Library Manager, or their designee may restrict access to library facilities with immediate dismissal of the person from the premises by suspending the person's access to library facilities for a set period of time or by denying access to specific services and/or programs.

The suspension period shall be reasonably related to the severity of the offense and its danger to public health, safety, and welfare and shall not, except for criminal offenses of a sexual nature, exceed one year. Suspension of privileges shall range from 24 hours (for a relatively minor first offense) up to one year.

Patrons will be issued a suspension letter, suspending all or some library privileges for a defined period of time. The District Director may approve the suspension letter after the first violation of this policy if it is determined that such violation is severe. An incident report form will be completed for any behavioral incident and copies of incident forms will be retained by the Library Manager and at the District office.

If the suspended patron chooses to return to the library once the suspension period has expired, they must abide by the Acceptable Use of the Library Policy and they must agree to a behavior

contract before privileges are restored. Any future code or policy violations may result in a progressively longer suspension.

**Appeal Procedure for Reinstatement of Library Privileges**

Once a decision is made by library staff and confirmed by the District Director to suspend a patron's privileges at Delta County Libraries, the only way to appeal the decision is in writing to the Library Board.

Appeals can be sent to:

Hotchkiss Library, PO Box 540, Hotchkiss, CO 81419 ATTN: Library Board of Trustees

Include in your letter any information you feel is relevant to the situation for example, date of incident, staff involved, etc.

**\*\*The letter must include the reason your privileges have been suspended and why you feel they should be reinstated.**

Upon receipt of the letter, the appeal decision will be in the hands of the Library Board and their decision will be considered final. Please allow up to 60 days following the receipt of the appeal letter for a final decision.

Approved by Delta County Public Library District Board of Trustees

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President Date

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Secretary Date

