

B. Member and Guest Use and Behavior Policy

1. Who May Use the Library and Museum

All persons have free and equal access to the Library and Museum, its facilities and services during its regular business hours. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

The use of the Library or Museum may be denied for due cause. Such cause may be failure to return Library materials or to pay fines and fees, destruction of Library or Museum property, disturbance of other members or guests, or any other illegal, disruptive, or objectionable conduct on Library or Museum premises. The Library Board of Trustees authorizes Library staff and law enforcement officers to enforce the Library's published Member and Guest Use and Behavior Policy up to and including long-term suspension of Library privileges, permanent banning from the Library and Museum, or prosecution.

The Library and Museum Member and Guest Use and Behavior Policy has a threefold purpose: to protect the rights and safety of Library and Museum members, guests and volunteers; to protect the rights and safety of staff members; and to preserve the materials, facilities, property, and grounds of the Library and Museum. It is a member's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other members.

1. We expect our members and guests to:

- Act legally and ethically, and demonstrate respect to Library and Museum staff, volunteers and fellow members.
- Use library cards appropriately.
- Use all collections, equipment, facilities and furniture on the premises for their intended purposes.
- Limit noise including loud conversations and use of audible devices to acceptable levels that do not disturb other members or guests or the staff.
- Set their cell phones to no-ring (vibrate) mode upon entering the Library or Museum. Individuals needing to use a cell phone to make or receive calls while in the Library must go to the Café or outdoor patio areas. Voices must be kept at a reasonable level so as not to disturb other Library members and Museum guests.
- Provide proper supervision of children.
- Dress appropriately including always wearing shirts and shoes.
- Maintain proper personal decorum, so as not to offend or alarm others.
- Share equipment and furniture so that no one person monopolizes Library or Museum property or prevents others from using it.

- Limit food and drinks to the designated areas: 1) in the Library in the Teen Library, café area, Public Lecture Hall, patio and outdoor areas; and 2) in the Museum staff area, Media Room, and outdoor areas.

2. Library members and Museum guests may not:

- Interfere with another person's enjoyment of Library and Museum services and facilities.
- Use seating in the Children's or Teen Libraries if they are an adult unaccompanied by a minor. However, members may request materials from the Children's or Teen Libraries any time during the regular open hours of the Library.
- Have food and/or beverages at the computer stations, or anywhere else outside of the designated areas listed above.
- Deface or mar Library or Museum materials including books, magazines, newspapers, recordings, displays, artifacts or other items of the Library or Museum collection. Nor shall they deface, mar or in any way destroy or damage Library or Museum furnishings, walls, machines, or other Library or Museum property.
- Remove any materials from the Library or Museum, unless they are Library materials checked out on a valid library card or through other standard Library procedures such as interlibrary loan, or Museum collection materials subject to a signed Collections Loan Form (Appendix A).
- Use bathrooms for unreasonable or unintended purposes including bathing and laundering.
- Use Library phones except for brief calls of not more than 2 minutes, in a low voice.
- Receive calls on Library phones, except that parents or guardians may leave brief messages for children or youth at the Library.
- Deposit litter anywhere other than in garbage receptacles provided.
- Engage in sexual activity of any kind or cause sexual harassment or indecent exposure.
- Smoke or use tobacco products on Library or Museum premises.
- Consume, possess, or be under the influence of illicit or intoxicating substances on Library or Museum property.
- Harass, intimidate, or discriminate against any Library or Museum staff, volunteers, or other members or guests. This includes noisy or boisterous activities, staring at another person with the intent to annoy that person, following another person about the building with the intent to annoy that person, playing audio equipment so loud that others can hear it, singing or talking loudly to others or in monologues, using profanity, campaigning, unwanted recruiting of any type, sexual or physical threats, displaying print or non-print materials of an offensive nature to others, or by behaving in a manner that can be reasonably expected to disturb others.
- View sexually explicit images on the Internet or violate the Library's Internet Acceptable Use Policy.
- Bring pets or animals into the library. With the exception of guide dogs and therapy animals, no animals are permitted in the building. Pets cannot be left outside unattended, including leashed animals. Following ADA Guidelines, if it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: 1. Is the dog a service animal required because of a disability: and 2. What work or task had

the dog been trained to perform. If the patron can answer one of the two questions adequately, the animal will be allowed to stay with the patron.

- Bring luggage, bedrolls, or large bags into the Library or Museum.
- Leave packages, backpacks, or any other personal items unattended. Personal property must be within sight of the owner. The Library and Museum is not responsible for personal property lost or stolen on Library or Museum premises.
- Congregate on Library or Museum premises in a manner which obstructs access or interferes with use of Library or Museum facilities or services, or where such activity is likely to result in an unsafe or intimidating environment. This includes solicitation and panhandling as well as distribution of leaflets or un-authorized notices.
- Carry firearms or weapons of any type on Library or Museum premises, except for peace officers.
- Conduct media or commercial photography or filming, without prior written permission from Library or Museum staff.
- Use skateboards, bicycles, or other wheeled devices on Library or Museum property.

3. **Enforcement:**

Inappropriate behavior as outlined above or the commission of any crime on Library or Museum property will have consequences. In cases of disruptive behavior, member or guest identification including name, address and phone number may be requested. Members or guests engaging in inappropriate or criminal behavior may be asked to leave the Library or Museum premises immediately. In addition, a member or guest may be barred from Library and Museum premises temporarily or permanently depending on the severity of the offense. A member or guest whose privileges have been suspended or revoked may have the decision reviewed by the Board of Trustees. To enforce these policies, Library and Museum staff are authorized to call for police assistance, to call a security guard or to take any other measures reasonably appropriate and necessary. Those who are unwilling to leave, or do not leave within a reasonable amount of time after being instructed to do so by the staff, will be subject to the law.

Children of all ages are encouraged to use the Library for homework, recreational reading, and program attendance. The Library staff realizes that the Library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the Library. If after a second warning the child continues to be disruptive, he/she will be asked to leave the Library. If the child needs to contact a parent or responsible party, they may do so and then wait with a staff person until the parent or responsible party arrives.

H. Library, Museum and Archive Collection Development Policy

A: Purpose: The Library, Museum and Archive Collection Development Policy is one of the Library's fundamental policy documents. It outlines the philosophies that create and shape the

unique collection of the Belen Public Library and Harvey House Museum, the practices that maintain it over time, and the guidelines that help the collection respond to its diverse community needs while protecting the intellectual freedom of all community members.

C. The Library, Museum and Archive Collections

1. Library Published Materials Collection Development

a. Mission: The Library's mission is to provide a welcoming, friendly environment where all members have rapid access to information and resources.

b. Philosophy: The Library's collection is dedicated to the First Amendment rights of its community members to access, discuss, and express the widest diversity of materials, viewpoints and creative products necessary to support their intellectual freedom. The American Library Association's Library Bill of Rights (Appendix J1), The Freedom to Read Statement (Appendix J2), Freedom to View Statement (Appendix J3), Free Access to Libraries for Minors (Appendix J4), and the Code of Ethics (Appendix J5) have been endorsed by the Board of Trustees and are integral parts of the Collection Development Policy. The Library Bill of Rights shall be posted in the Library. [These documents are in the Appendices of our Policies and Procedures – I recommend you read through them, and ask questions or raise issues]

c. Scope of Collection: The Library collects published materials, in a variety of popular formats, which support its function as a major information source for the demanding educational and intellectual needs of its diverse population, reflecting the racial, ethnic and cultural diversity of the community. The Library also strives to meet the educational needs and interests of children and young adults, and the career development and retraining needs of adults in the area. The collection also serves the popular and recreational needs of the general public. The Library contains the print and online collections for the Library, and includes materials of enduring value as well as current-interest materials. The Library collection maintains information in multiple formats, including downloadable audio and e-books, and represents the diverse viewpoints and interests of the community the Library serves.