

PUBLIC LIBRARY

## 2.14 – PATRONS RIGHTS AND RESPONSIBILITIES POLICY

### **Purpose:**

In order to protect the public's right of access to library facilities, to insure the safety of patrons and staff, and to protect library resources and facilities, certain rules of conduct and levels of responsibility must be followed.

### **Policy and Priorities:**

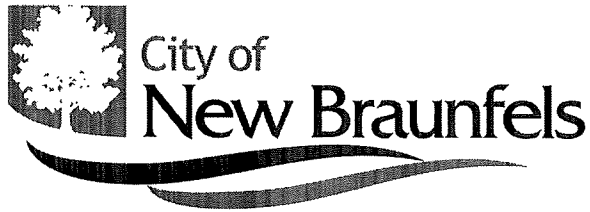
The Library Director and authorized staff are responsible for enforcing customer conduct in the library and on library premises. Anyone found to be interfering with another's use and enjoyment of the library will be asked to stop the behavior or activity. If the behavior continues, the staff will ask the individual to leave the library. Failure to leave will result in staff calling the police for assistance and the offender will be subject to arrest and/or be issued a criminal trespass warrant.

### **Guidelines:**

#### ***A. Public Property***

##### ***1. Library Materials***

- a. Patrons may not steal, damage, mutilate, or otherwise destroy library materials or property.
- b. Patrons agree to abide by all policies and rules pertaining to the use of library materials, which includes:
  - Proper care of materials.
  - Return of all items borrowed by the date(s) due.
  - Payment for lost or damaged materials.
  - Notification to the library if card is lost or stolen. If the library does not receive notification, the patron is responsible for any materials borrowed on the card.
  - Notifications to the library for change of contact information.



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### **2. Library Property**

Patrons will not intentionally damage library grounds, buildings, furnishings, or other property.

### ***B. Rights of Others***

#### **1. General Prohibitions**

While on library property, no person shall:

- a. Display weapons, except as allowed under Texas statute.
- b. Smoke or use tobacco inside the library or within 20 feet of the library entrance.
- c. Possess alcohol or any illegal substance or be intoxicated (whether by alcohol or other mind altering drugs) to the point of impairment of his/her mental or physical abilities.
- d. Enter the library without shoes and shirts.
- e. Use a skateboard, scooter or skate in the library or outside on library walkways or parking lots.
- f. Bring in bulky items that take up excessive space.
- g. Place briefcases, book-bags, musical instruments, etc. where they block aisles or take up workspace of library users and staff.
- h. Trespass into any area closed to the public.
- i. Present bodily hygiene that is distracting to customers or staff to the point that it interferes with customers' use of library resources or with staff work.
- j. Make unauthorized or inappropriate use of library equipment (computers, emergency exit doors, etc.)
- k. Bring animals into the library, except for service animals or for program activities.
- l. Sell, solicit, panhandle, or loiter.
- m. Post or distribute handbills, brochures, etc. without permission from the Library Director.
- n. Disobey applicable City of New Braunfels ordinances.



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**2. Disruptive Behavior**

While on library property, no person shall:

- a. Physically, verbally, or with gestures threaten or abuse another person on library property. Any person committing such an offense will be evicted from the premises and may be subject to prosecution where applicable.
- b. Harass library users or staff, or attempt to engage library users or staff in unwanted discussion. This includes sexual advances or physical and/or verbal harassment.
- c. Exhibit disruptive, uncontrolled behavior.
- d. Exceed acceptable noise levels, to include personal electronic devices.
- e. Any act, which is in violation of the laws of the State of Texas or New Braunfels City Ordinances, is expressly forbidden in the library. Any person committing such an offense will be evicted from the premises and may be subject to prosecution where applicable, including the issuance of a criminal trespass warrant.


*ENDORSED*


*BY THE NEW BRAUNFELS PUBLIC LIBRARY ADVISORY BOARD*

*FEBRUARY 18, 2003, JANUARY 20, 2009*

*REVISED AUGUST 15, 2011, JUNE 16, 201, AUGUST 17, 2015; JANUARY 11, 2016*

*ENDORSED NOVEMBER 20, 2017; REVISED NOVEMBER 16, 2018*

By:   
Amy Stone, President

Attest:   
Gretchen Pruett, Library Director