

Rules of Conduct | Nederland Community Library District - Policy

1.0 Purpose:

The Nederland Community Library supports the rights of all individuals to free and equal access to information and use of the library without discrimination, intimidation, threat of harm or invasion of privacy. All persons at the library are expected to observe the laws of Colorado, including criminal statutes pertaining to disorderly conduct, trespass and interference at public buildings, disruptive lawful assembly and harassment. The goal of the Nederland Community Library is to provide an enjoyable, clean and comfortable environment for all library users. Pursuant to this goal, the Board of Trustees has established the following Rules of Conduct.

2.0 Definitions: N/A

3.0 Policy:

Roles and Responsibilities

Five Guides to Library Conduct

1. Respect yourself and others.
2. Respect the property of the library and the property of others.
3. Accept responsibility for your actions as individuals.
4. Respect that the library is used by people for a multitude of purposes.
5. Abide by all applicable local, state, and federal policies and/or laws.

Protect Library Property

The role of the Nederland Community Library is to protect collections, equipment and property purchased with tax dollars for present and future users. Intentionally damaging, destroying or stealing any materials, equipment or property belonging to the library, another customer or staff member is prohibited. Altering computer programs, memory, or configuration on any library computer or device is also prohibited. This includes attempting to modify or gain access to system files, passwords, data, and system or network files.

Ensure a Safe and Secure Environment

The role of the Nederland Community Library is to ensure a safe and secure environment. Committing or attempting to commit any activity that would constitute a violation of any federal, state or local criminal law or ordinance is prohibited on Nederland Community Library property. Examples of prohibited activities include but are not limited to:

- Sleeping or loitering.
- Sexual, physical, or other harassment.
- Possession of weapons of any type is prohibited on library property, except those expressly permitted by state law.
- Possessing, selling or being under the influence of alcohol or illegal drugs.
- Engaging in peeping, stalking, or indecent exposure.



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- Soliciting, panhandling or gambling on library property.
- Trespassing or entering library property when banned.
- Impeding access to any area of the library, including entrances and exits, as well as parking in fire lanes, or other No Parking areas.
- Leaving bags, packages, backpacks, luggage, or any other personal items or belongings unattended. The library is not responsible for personal items that are lost, stolen, or damaged on library premises.
- Bringing large bundles, parcels, bags, suitcases, carts or other wheeled conveyances that occupy excessive floor or library space.
- The library is not responsible for children who are left unattended on library premises; see the library's Safe Child Policy.

Provide a Comfortable and Welcoming Environment

The role of the Nederland Community Library is to provide a comfortable and welcoming environment. Mutual respect makes it possible for everyone to enjoy library materials and services. We ask library users to be respectful of each other and behave in a manner that does not disrupt other library users or interfere with normal operation of the library. Examples of disruptive behaviors include but are not limited to:

- Using profane, obscene or abusive language, including racial, ethnic or other epithets.
- Verbally or physically intimidating employees, volunteers, or other patrons.
- Using library or personal computers or other electronic devices to view pornographic or adult material.
- Creating unreasonable noise and engaging in boisterous activity.
- Using audible devices without headphones or using headphones set at a volume that disturbs others. Using any communication devices, including cell phones, in a manner that disturbs others.
- Running, pushing, fighting or shoving.
- Operating roller skates, cycles, skateboards, scooters or other similar devices inside the library.
- Campaigning, petitioning, proselytizing, soliciting or conducting surveys for any cause inside the library building. Individuals who wish to place notices on the library bulletin board must contact library staff.
- Selling any goods or services, except at library hosted events.
- Failing to comply with a reasonable staff request.
- Failure to leave the library during emergencies.
- Failure to leave the library when instructed to by personnel (e.g. at closing time).

Maintain a Healthy and Clean Environment

The role of the Nederland Community Library is to maintain a healthy and clean environment for all library users. Food and drink are permitted in the library within the following guidelines:

- Do not consume smelly, messy, or noisy food in spaces where it will interfere with others' use or enjoyment of the Library.
- Clean up any trash, crumbs, and small spills when finished.



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- Take care with food and drink around books and other library materials, computers, equipment, carpets, and furniture.
- Make sure hands and surfaces are clean when handling library materials.
- Beverages must be in covered containers.
- Properly dispose of trash and leftovers.
- Report larger spills, accidents, or damage immediately to Library staff.

Examples of behaviors that are not conducive to providing a clean and hygienic environment include but are not limited to:

- Smoking (including electronic cigarettes) or using any form of tobacco or marijuana in library facilities, near library entrances, exterior open space or parking lot. Rolling cigarettes of any type in the library is prohibited.
- Improper dress including not wearing shoes or a shirt.
- Having offensive body odor or personal hygiene or bringing vermin-infested clothing and personal effects into the library so as to unreasonably interfere with other patrons' and employees' ability to use the library and its facilities.
- Bringing any animal into the library except for service animals, animals for a scheduled library program or with special permission from the Director.
- Improperly using library restrooms or facilities for purposes such as bathing, shaving, washing clothes.

Parents, guardians and/or caregivers are responsible to see that their children observe these rules.

In cases of disruption not specified above, the Director or designee will decide appropriate actions to be taken to ensure that the library environment is secure and comfortable for all library users and employees.

Enforcement of these rules will be conducted in a fair and reasonable manner. Offenders will be asked by library staff to correct their behavior or to leave the library. Repeated violations of this and other library policies may result in the offender being banned from the library by the library director. If a patron is banned from the library, the library director shall inform the Board of Library Trustees of the matter before the next regular meeting of the board. The library may request the police to assist with people who do not comply with these rules.

A copy of these rules will be posted on the library bulletin board and the library website. Copies will also be available for any person upon request and may be given to persons who are violating the rules.

4.0 Attachments: N/A

5.0 Revision History: Revision 1 – June 24th, 2014
Revision 2- Complete Revision on January 25th, 2017

