

## Rules of Conduct

The Silver City Public Library has the right and the responsibility to maintain its facility in a manner that promotes and creates a safe, suitable environment for providing residents free and equal access, and the means to achieve their full potential, to find, evaluate and use information in a variety of formats. In order to carry out this mission, the library must take all reasonable steps to ensure the right of the public to receive suitable access to the library.

Libraries are to be used as places to read, choose books and other library materials, use computers and photocopy machine, attend programs and story times, and to request information from the library staff.

Library staff will contact law enforcement authorities if a staff member reasonably suspects that a criminal offense has been committed on library premises, or if a customer refuses to leave the facility after a reasonable request to do so.

Appropriate attire, including shirts and shoes, must be worn in the Library at all times.

No animals except qualified assistive animals. No animals may be left unattended near the library entrance. New Mexico Statutes 28-11-3.

Harassing or soliciting library users or library staff, including physical, sexual or verbal abuse is not permitted.

Do not disturb other patrons or employees of the library so as to disrupt their use of the Library or their work.

Do not block any entrance, exit or aisle.

No sleeping, lying down, or dozing in the Library.

Food and drinks are not allowed except in the large meeting room, with prior arrangement with library staff, and may not be carried to other parts of the building. This includes water bottles.

Smoking is not permitted anywhere in the Library or within a reasonable distance of any entrance. Town of Silver City Code of Ordinances 18-13 sections 214-225.

Improper use of restrooms, including but not limited to shaving, bathing and hair washing is not permitted.

It is against the law and thus prohibited to bring weapons into the library. This prohibition does not apply to police officers carrying service weapons in accordance with their department's policies. Town of Silver City Code of Ordinances 18-89.

Use of bicycles, skateboards, inline skates or roller skates is not allowed on library premises. These may not be brought into the library.

Strollers may be used in the library, but cannot be left unattended.

Observe the closing hours of the Library. No one is permitted in the library before or after library operating hours without the permission of an authorized employee

Patrons are responsible for their own belongings and must be kept with them at all times while in the library.

Acts which are subject to prosecution under criminal or civil codes of law are against the library's policy.

Library staff will ask patrons who violate reasonable standards of patron conduct, and who have been identified either by staff or through a customer complaint, to modify their behavior or to leave the library facility.

These rules have been formulated with the cooperation of the City Attorney.

### *Silver City Public Library Child Behavior and Supervision*

All children are welcome in the library.

The Responsibility for the safety and behavior of children in the library rests with the parent or caregiver and not with the library staff.

Children under the age of seven must have a parent/caregiver in the same area of the library as the child. If taking the place of a parent, the caregiver must be at least 12 years old and have emergency contact information.

Children ages seven and up may use the library on their own. Parents are still responsible for their actions and safety of their children.

The children's area of the library is reserved for children, their parents or caregiver and adults interested in children's literature, such as teachers and college students taking children's literature classes. Adults who are unaccompanied by a child or children in the children's area of the library need to check in at the desk, may be questioned by staff, and may be asked to move to another area of the library.

### *Children's Rules of Conduct*

Children are expected to adhere to the same to the same standards of conduct expected of adults. All Library users are required to respect Library property and to act in a manner appropriate to the use and function of the library.

This includes, but is not limited to the following:

Running and climbing are not permitted.

Baby bottle are permissible for infants but sippy cups are not permitted.

Parents or caregivers are responsible for picking up and properly storing toys and other materials used by their child.

If a screaming child or crying infant cannot be quieted, the parent or caregiver must remove the child from the building.

Staff members will address parents and caregivers when the children in their care do not conform to these guidelines. Children who are disturbing other patrons will be asked to leave the library.

If the unacceptable behavior continues the child may lose his/her library privileges and will be asked to leave the library for an amount of time to be determined by the library staff. Parent will be informed of this action in writing if the child is under seven.

#### *Staff Procedures for Unattended Children*

Staff will comfort children left unattended if they are frightened or crying.

If it is determined that a child is lost or left unattended, a staff member will try to identify and locate the parent or caregiver by walking around the library with the child looking for the parent.

When the parent or caregiver is located they will be informed of the Library's policy and asked to either join the child at the library or to pick the child up immediately. If they are unable to come immediately, law enforcement will be called upon to take responsibility.

A staff member will stay with the child until a parent, caregiver, or law enforcement officer arrives to take over the responsibility.

Parents or caregivers should be aware of library closing times. If a child is in the library after hours, library staff may attempt to contact a parent or caregiver but may also immediately contact law enforcement. Under no circumstances will a staff member take a child out of the building or transport children to another location.

It may be necessary for a library to close, without prior notice, due to unusual or emergency situations. Unaccompanied children must be able to contact a parent or responsible caregiver for immediate pick-up in emergency.

#### *Teen Room Rules of Conduct*

The Silver City Public Library welcomes all young adults to use our Teen Room and its resources. Our services and programs are offered to make the library enticing to teens, to encourage them to visit the library and to develop a love of books, reading, and libraries.

All users of the Teen Room must follow the Library's Rules of Conduct Policy.

All users of the Teen Room must follow the Library's Computer and Internet Policies.

The room is restricted to young adults from 12 to 19 years of age.

Parents and guardians are allowed in the Teen Room to check on the youth, but parents and guardians are not allowed to stay in the Teen Room.