

# **LIBRARY USER RIGHTS AND RESPONSIBILITIES POLICY**

Library user rights and responsibilities have been established to maintain a peaceful atmosphere that promotes the use and enjoyment of library resources; protects the safety of the general public, staff and library property; and creates a welcoming environment for all. This policy applies on all library property including the patios and to offsite locations where the library is hosting an event.

## **To ensure a welcoming environment, the responsible use and care of all library materials and property is essential.**

1. Covered beverages are permitted in the library. Consumption of food is not allowed in public areas of the library with exception of meetings held in the meeting rooms and programs approved by the library.
2. The library is not responsible for a library user's personal belongings. Any items that are found and turned in will be kept in the library's lost and found which is cleaned out regularly. Items are donated to the Salvation Army Store. Any cash that is found will be securely stored for one month and then will be used to purchase new materials for the library.
3. Those who steal, damage, or deface library materials or property may be prosecuted.
4. Library users are required to comply with the library's policies and procedures regarding computer and internet use.

## **The safety of library users and staff is essential.**

1. Bicycles are not permitted in the library. The library assumes no responsibility for bicycles parked in bicycle racks by the entrances to the library. Athletic equipment such as skateboards, balls, or in-line skates may not be used in the library.
2. Animals: Animals and pets are not permitted in the library except when the animal or pet is part of a special program or the animal is a designated service animal. Staff may ask 1) is the service animal required because of a disability, and 2) what work task as the dog been trained to perform. The animal must be kept under control and must be housebroken. See: [ADA Requirements: Service Animals | ADA.gov](#)
3. Children: Parents and guardians are responsible for the behavior, safety, and supervision of their children at all times. Please see the Children Policy for more information.
4. Sleeping: Sleeping is not allowed in the library and individuals may be awakened by library staff and asked to leave.
5. Drugs/tobacco: Use of illegal drugs and tobacco products is prohibited throughout the library building.
6. Threatening, harassing, or intimidating language or behavior will result in immediate expulsion from the library.

**The rights of an individual to use the library without being unreasonably disturbed by another is essential.**

1. Disturbances such as loud noises, talking loudly, whistling, singing, using profanity, running or engaging in other disruptive conduct is prohibited. Disturbances include stalking, prolonged staring at or following another with the intent to annoy, or intentionally behaving in a manner that could reasonably be expected to annoy or disturb other customers or staff.
2. Using personal electronic equipment in a manner that could reasonably be expected to annoy or disturb other customers or staff or interferes with library service is prohibited.
3. Appropriate attire is required. Shirts and shoes must be worn in the library. Offensive body odor due to poor personal hygiene or overpowering perfume or cologne that causes a nuisance or reasonably interferes with library use by other customers or staff is prohibited.
4. Cell phones should be set to low volume or no-ring (vibrate) or turned off when entering the library. Library users should limit themselves to short, quiet phone calls in designated areas whenever possible. These areas include: the vestibule at the north or south entrances of the library and outside the library building. Extended conversations that might disturb other customers should be moved outside.
5. Being under the influence of alcoholic beverages or controlled substances that causes a public disturbance or antisocial behaviors is not allowed.

**Everyone has the right to use library resources provided his or her behavior does not unreasonably interfere with the rights of others to do the same.**

1. Behavior which violates library policy, interferes with the use of the library by others or interferes with staff in the conduct of their duties is not permitted. Customers engaging in such behavior may be asked to stop the behavior and/or they may be asked to leave the building.
2. The police may be called and/or the customer's library privileges may be revoked. Unlawful activities will promptly be reported to the appropriate law enforcement authorities.
3. Staff is authorized to require a person to leave the library for the day if in the judgment of the staff member the customer's behavior is disorderly or disruptive. If the behavior is repeated or severe, staff will immediately file an incident report and consult with Library Director. A Trespass Notice may be issued.
4. Your entrance to this public library indicates that you are willing and able to act courteously toward all other persons here, act respectfully with regard to public property, and follow all library rules.

\* \* \* \* \*Adopted: 12-2019

Reviewed / Revised: 06-2022, 11-2023

# **MEETING ROOMS**

The Facilities Use Policy had been established to maintain a peaceful atmosphere that promotes the use and enjoyment of library resources; protects the safety of the general public, staff and library property; and creates a welcoming environment for all. This policy guides the reservations and use of the Blue Earth County Library meeting rooms.

## **Principles**

The meeting rooms at the Library are made available to the public on an impartial basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The use of the Library's room does not constitute the Library's endorsement or advocacy of a meeting's content or an individual/group.

## **Definitions**

Auditorium: This room capacity is 100 people with a classroom-style set up that accommodates 60 people. Modular tables and chairs provide flexibility. Audio/visual equipment is available.

Conference Room: Seating for 16 people. Modular tables and chairs provide flexibility. Audio/visual equipment is available.

## **Guidelines**

Individuals wishing to use Library meeting spaces must read and comply with the Meeting Room Use Agreement and the User Rights and Responsibilities Policy.

## **Responsibilities**

Meeting room users will comply with all federal, state, and local laws and policies.

The contact person for the group utilizing Library meeting rooms is responsible for making all arrangements for the room, leaving the facilities clean and for ensuring that group members abide by the Meeting Room Public Use Agreement and the User Rights and Responsibilities Policy. The contact person will be held liable for any damages that are incurred to the facility and its furnishings.

The Library retains the right to monitor all activities on the premises to ensure compliance with Library regulations.

The Library reserves the right to revoke permission for use of the meeting rooms at any time.

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Adopted: 10-2000

Revised/Reviewed: 06-2001, 02-2005, 01-2008, 09-2009, 11-2009, 03-2012, 06-2014, 10-2017, 08-2022, 02-2024

# **MEETING ROOM PUBLIC USE AGREEMENT**

Please read the Facilities Use Policy, User Rights and Responsibilities Policy, and agree to the statements below to reserve and use one of Blue Earth County Library's meeting rooms.

## **Guidelines**

All meeting rooms are booked on a first-come, first-served basis. Library and County activities will be given precedence.

Bookings may be made up to six months in advance of meeting dates.

Rooms are available during regular operating hours.

Meeting rooms may be reserved by the same person or group up to 2 times in a calendar month. The Library does not automatically book recurring meetings.

Fees may be updated as directed by the Library Board. Check website for latest details.

Cancellations: The Library should be notified 48 hours in advance of a cancellation. Failure to do so may result in the group being charged the original fee for the use of the room.

Gambling activities are not permitted. This includes games of chance, bingo, casinos or wagering of any kind may be part of any program, meeting or event.

Individuals must be 18 years of age or older to reserve a space.

The following may not be used: No candles or flames of any kind. No confetti or glitter. No hanging things on windows or walls.

The library may not be used to store equipment, materials or supplies.

Publicity: The library name may not be used in any publicity for non-library sponsored or co-sponsored meetings except to designate the meeting location. The Blue Earth County Library may not be used as the official address or headquarters of any organization.

Cleaning: Normal vacuuming, cleaning, and trash removal are provided. If the room requires substantial cleaning after a meeting, the contact person will be charged at the rate established by the Blue Earth County Library.

See the specific meeting room details found on website about furniture available in specific locations.