

## **Acceptable Behavior Policy**

### **Pueblo of Isleta Public Library**

**Revised February 20, 2008**

These rules apply to everyone in the library. "Library" shall mean all parts of the Pueblo of Isleta Public Library and branch locations including, without limitation, the entrance structures of the Library and parking lots. These rules may be enforced by suspending the privilege of a violator to use the library in accordance with the procedures.

The Library Director will intervene to prohibit any of the activities or behaviors listed below. Violators will be asked to stop such activity immediately. If the activity/behavior continues, the violator will be instructed to leave the library for the balance of that calendar day. The Director may suspend a person's privilege to attend or use the library for a period of up to one year. All violations resulting in suspension/expulsion will be recorded by library staff. Any criminal activity will be an automatic suspension for one year.

1. No person may steal, damage or alter any property of the library (with the exception of normal wear and tear), including, without limitation, computer equipment, systems, software or programs or other equipment.
2. No person may use tobacco products in the library.
3. No person may commit harassment of another person on the Library premises.
4. No person may commit indecent exposure.
5. No person may ride a skateboard, wear or use rollerblades or roller skates, or in any way jeopardize the safety of anyone in the Library or on the Library's property. Bicycles must remain outside the Library.
6. Excluding special Library programs, no person may carry, lead, or bring an animal to the Library or cause an animal to enter the Library, with the exception of properly identified service animals for disabled persons under the control of their owners.
7. No person may bring a weapon into or possess a weapon in the Library. (This prohibition does not apply to police officers carrying service weapons in accordance with their department's policies.)
8. No person may lie down, doze, or sleep in the Library. (This rule shall not apply to children under the age of six.)
9. No person may bring into, sell or possess alcoholic beverages or illegal drugs, in the Library.
10. No person may be in the Library without the permission of an authorized Library employee before or after Library operating hours.
11. Capped, bottled water is permitted in the Library. No food or drinks are allowed in the computer rooms.
12. No person may solicit donations, sell items or panhandle (defined as approaching citizens with items for sale or pleas for donations).
13. No person may distribute or post printed materials or literature without prior Library approval.
14. Children must be supervised by an adult guardian at all times.
15. No person may disturb other patrons or employees of the Library so as to disrupt their work or their use of the Library. This prohibits the use of any sound- or noise- producing devices that are audible to others. This rule will be enforced only if the person creating the disturbance

continues the behavior after he/she has been asked to stop by the person being disturbed or by a Library employee.

16. No person may remove Library materials without properly checking them out.
17. No person may keep Library materials past their due date.
18. No person may fraudulently use a Library card.
19. No person may park a vehicle on the Library's property in violation of designated parking area or in any other area that would impede the flow of traffic or Library parking.
20. No person may abuse Library Internet usage policy.
21. No person may enter the Library unless he/she is properly dressed.

**All individuals entering the Library will sign in and out.**

**If a Library user chooses not to follow the Library Rules of Conduct, that user will be asked to leave.**

**Police will be called if the user refused to leave.**