



**Isleta Pueblo Public Library
General Library Policies**

1. No person may remove Library materials without properly checking them out.
2. Keeping Library materials past their due dates are subject to fines.
3. No person may steal, damage, or alter any property of the Library, including without limitation, computer equipment, systems or programs or other equipment.
4. No person may abuse Library internet usage policy.
5. No running allowed in the Library.
6. Shouting, screaming, talking loudly and the use of foul language is prohibited in the Library.
7. No person may disturb other patrons or employees of the Library so as to disturb their work or their use of the Library. This prohibits the use of a sound or noise producing devices that are audible to others.
8. Rough housing or fighting will not be tolerated in the Library or on the Library premises.
9. No person may commit harassment of another person on the Library premises.
10. No person may use any tobacco product in the Library.
11. No person may bring into, sell, or possess alcoholic beverages or illegal drugs, in the Library.
12. 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.)
13. All students are required to sign in as soon as they arrive at the Library. These students will be required to provide a contact number, in the case of an emergency or early Library closures.
14. Students, middle school and younger, will need to be picked up by 5:30 pm, Monday-Thursday, Friday at 4:00pm, or the Isleta Police Department will be notified as a safety precaution.
15. High school students must be picked up by 6:00 pm, Monday-Thursday, Friday at 4:00 pm, or the Isleta Police Department will be notified as a safety precaution.
16. ALL students who walk will be sent home at 5:30 pm, Monday-Thursday, Friday at 4:00 pm, or the Isleta Police Department will be notified as a safety precaution.
17. The Library will not be held responsible for children leaving the premises.

These rules apply to everyone in the Library. The Library staff will intervene to prohibit any of the activities or behaviors listed above. If the activity/behavior continues, the violator will be instructed to leave the Library. The Library staff may suspend a person's privileges to attend or use the facility for a set period of time, which will be at the Library staff's discretion.

Student's showing disrespect toward the Library staff will be written up and parents will be contacted immediately. Write ups will be issued to students found violating these rules. After the third write up, the student's Library privileges will be suspended prior to a meeting with the parent/ guardian and Library staff to resolve the situation.

Certain policies are subject to change at the Library's staff discretion.

Library Director:  Date: 7/31/13
Governor:  Date: 8-1-13