

Section 8	Library Premises
Public Policy and Procedure Manual Approving Authority: Morris Area Public Library District Board of Trustees	Effective Date: 01/05/2010 Reviewed and Revised: 12/07/2011, 12/09/2013, 09/19/2022

A. General

Guidelines

1. The library premises will not be used for any for-profit business as a location of operation, with the exception of tutoring as described in Section H, or at the discretion of the library staff.
2. The Library should not be used to store materials for other than Library-oriented programs.
3. Firearm Concealed Carry Act—our policy Premises-B-General-unacceptable or illegal-“Possessing weapons in the Library unless authorized by law.”

B. Code of Conduct on Library Premises

Policy Statement

The Morris Area Public Library is designed to be a safe and comfortable place for all members of the public to use. Patrons are expected to observe the rights of other patrons and staff members. The Morris Area Public Library’s Behavior Policy is intended to protect the rights and safety of Library patrons, to protect the rights and safety of staff members, and to preserve and protect the Library’s resources.

Definition and Scope

Patrons who exhibit disruptive behavior in the Library will be asked to follow the regulations listed below. Patrons who continue to cause disruptive behavior may be asked to leave the Library premises. Disruptive Behavior is generally defined as “behavior that interferes with the normal operation of the Library or which interferes with use of the Library.” The Library Director and/or Library Designee (Person in Charge) shall have the responsibility for enforcing the Behavior Policy and determining when behavior in the Library is disruptive.

Regulations

The following types of disruptive behavior will not be tolerated in the Library:

1. Any behavior that endangers the safety or health of others.
2. Violation of any local, state, or federal law.
3. Vandalism or deliberate destruction of Library resources.
4. Theft of Library materials or the personal property of other patrons and staff.
5. Taking Library materials into the lobby or restrooms if the materials have not been checked out.
6. Use of abusive or intimidating language or gestures to patrons or staff members.
7. Behavior that is willfully annoying, harassing, or threatening to another person. (Harassment is defined as making obscene or indecent comments or requests with the intent to offend, threaten, or annoy someone.
8. Solicitation
9. Monopolizing Library resources or staff time.
10. Use of the Library telephone, unless in an emergency or a request for transportation.
11. Using audio equipment or cell phones that disturbs others.
12. Use of skateboards, roller blades, skate shoes, or scooters inside the Library or on Library property.
13. The wearing of a shirt and pair of shoes is required in the Library.

14. Loitering on the premises after closing.
15. Use of alcohol or illegal substances in the Library.
16. Smoking and/or vaping.
17. Eating on the first floor of the library.
18. Behavior that disrupts or interferes with normal operations of the Library as defined by the Library Director or designated staff members (Person in Charge).

The Library staff reserves the right to ask a patron to leave the Library for any of the reasons listed above.

C. Children in the Library

Policy Statement

The Library welcomes the use of its services and facilities by children.

Definition and Scope

1. Staff members are committed to:
2. Helping children find materials for school work and recreational reading;
3. Providing an environment that encourages study and exploration
4. Planning short programs that inform and enrich
5. Staff members are also committed to the well-being and safety of children; Library facilities are not designed or licensed to provide basic childcare needs such as healthy snacks, physical exercise or emergency care if the child becomes ill or upset. Any public place may be dangerous for a child who is left unattended for long hours or who is left stranded after closing hours. The Library encourages parents to consider the safety and well-being of their children and the needs of other Library users of all ages. Children in at least the fourth grade and above may use the Library unattended, providing proper behavior as defined by the PATRON CONDUCT POLICY is maintained.

D. Procedures in Suspension of Library Privileges

E. Disruptive Behavior

Guidelines

1. Anyone violating Library rules may be asked to leave the premises. In the event that person who is asked to leave the Library refuses to do so, Library staff will call the police.
2. Library staff members will keep a written record of any incidents of disruptive behavior.
3. The Library Director will refer cases of severe or repeated violations of the rules of the Library to the Library Board for action. The Board may exclude persons from the use of the Library for up to one year. Written notification shall be made whenever actions concerning severe or repeated violations are made. (See Appendix J) Patrons who have been excluded from the Library have the right to request a hearing before the Board.

F. Overdue Library Materials

Persons who have not returned overdue Library materials, or those persons having outstanding fines, may not check out any additional Library materials until all books or other materials have been returned and fines paid in full.

G. Destruction of Library Materials or Property:

Persons damaging Library property will be prosecuted to the fullest extent of the law. Persons destroying Library property will be required to pay for whatever damage they have caused. Library staff members will keep a written record of incidents of destruction of Library property.

H. Study Rooms

The MAPL has enclosed study rooms available for public use. These rooms are first-come first-served and are designed for use by one to four individuals at a time. Requesting users are required to show an ID and sign in at the Circulation desk with their name and time. the user(s) may occupy the room for up to two hours per day. Additional time may be granted by Library staff if no other patrons are waiting to use the room. the rooms may not be reserved on an extend (more than a month in advance) or permanent basis. Persons using the study rooms are expected to engage in activities associated with the use of a public library and subject to the Library's Patron Behavior policies. Study rooms are not intended to be the regular meeting site of any group or organization. Buying, selling, advertising or trading products or services are prohibited with the exception of paid tutoring.

I. Meeting Rooms

Definition and Scope of use

The MAPL welcomes the public use of Library facilities for educational, civic, cultural, and other uses consistent with the public interest when such use does not interfere with normal Library operations or Library sponsored activities. Permission to use the facility is revocable and does not constitute a lease. The Library reserves the right to deny applications for use based on availability of space, availability of Library Staff, frequency of use, or as further outlined in this policy. Permission to use a Library meeting space does not imply Library endorsement of the aims, policies, or activities of any group or organization. Advertisements or announcements implying such endorsement are not permitted.

Guidelines

1. Library meeting spaces can be reserved by adults over the age of 18 with proper identification.
2. Fees for using the space are:
 - a. Resident groups --\$0.00
 - b. Non-resident groups --\$50.00
 - c. Commercial use – \$100.00
3. Reservations may be made by telephone.
4. The individual representative must confirm by signing an application available from the Library Staff prior to the first meeting (Appendix K).
5. Library programming has priority, and the Library reserves the right to cancel or re-locate within the Library any previously scheduled meeting.
6. Meetings, programs or events may not disrupt Library users or Staff. MAPL reserves the right to purchase additional insurance and security for any meeting they deem high risk. The group holding the meeting will be required to pay for the additional insurance and security prior to the start of the meeting. The Library reserves the right to terminate meetings, programs and events that disrupt or interfere with normal Library operations.
7. Future access will be denied if the above requirements are not met. A fee separate from the room rental fee may be assessed for cleaning or the actual cost of repairs if it is deemed necessary by the Library Staff.

8. Booking of a meeting space will be on a first come, first served basis no more than three months out.
9. The Library will not be the phone contact for the event or activity. The Library's name, address, telephone number, or URL may not be used as the address or headquarters for any group using the Library.
10. The Library is not responsible for any loss, theft or damage to any equipment or to the personal belongings of any meeting attendee.
11. Meeting space requests need to be submitted and approved by the Library staff.
12. Meeting space may be reserved for groups of children's programming that are supervised by adults at the ratio of one adult for every seven children. Groups with members under the age of 18 must have an adult sponsor in attendance at all times during their meetings.
13. Groups from outside of the Library's jurisdiction (non-resident groups) may use the Library for a fee based on the room arrangement fee. Public information meetings are to be open to the public and free of charge for attendees. No fee shall be charged or donation solicited as a condition of entry.

Rules for Use

1. Rooms must be left in neat, clean, orderly condition with all chairs, tables and equipment returned to their original position.
2. Arrangements need to be made to use Library equipment. Library Staff will assist with setup of the equipment as available.
3. The Library does not provide service to carry supplies. All groups, except those sponsored by the Library, must provide their own support for preparation and clean up.
4. It is not permissible to affix or adhere anything to the walls, doors, windows, or other surfaces.
5. The use of firearms or hazardous materials is not permitted at any time. Open flames and/or anything with a heating unit are not permissible.
6. Use of marijuana, tobacco products or of alcoholic beverages is not permitted at any time.
7. The auditorium can hold up to 153 people.
8. No meeting shall last later than the Library's closing time unless by special permission.
9. No group may reassign a reserved time to another group.
10. Participants attending events at the Library are responsible for the supervision of their children while attending the meeting. Groups that hold children's programs are responsible for the care of the participants and their siblings before, during, and after the programs. Group supervisors must stay until all children have been picked up by their parents.
11. Light refreshments may be served. Groups will ensure all spills and debris are cleaned up before leaving the Library. No refreshment may be taken into the library space..
12. Library Director, Trustees and Staff are authorized to monitor the use of the meeting spaces and to enforce all policies concerning their use.

J. Insurance

The Board of Trustees shall determine that the property of the Library is adequately insured against loss and damage. The Board shall likewise determine that the Library carries adequate general public liability insurance, worker compensation, errors and omission insurance for the Board, and any other type of insurance that it considers necessary. The insurance program shall be reviewed annually by the Board. Provision for personnel insurance will be found under Section 5, Subsection K.

K. Displays and Exhibits

Guidelines

1. It is the policy of the Morris Area Public Library District not to advertise commercial endeavors unless the project is specifically related to the goals of the Library.
2. The Library welcomes displays of general interest to the community as well as materials having a direct relationship to the purposes of the Library.
3. All permanent or semi-permanent exhibits offered for display in the Library must be approved by the Board of Trustees. Temporary displays (up to two months' duration) may be placed on exhibit at the discretion of the Library Director.
4. All materials displayed in the Library will be given reasonable care and protection within the limits of the general operation of the Library, but the Library and the Board do not assume responsibility for damage or loss suffered on its premises, nor for the costs of insurance coverage. Such costs, losses, damages, etc., are understood to be the responsibility of the organization or individual providing the display or exhibit. A signed statement of insurance coverage should be provided when the display is established, or, if it is uninsured, a statement releasing the Library from responsibility.
5. Place of exhibits will be at the discretion of the Library Director and should in no way interfere with normal operation of the Library.