



## Patron Rights and Responsibilities Policy

The Grand Forks Public Library Board and staff support the rights of all individuals to:

- Use the library without discrimination
- Receive friendly, respectful and professional service
- Have free and equal access to information
- Have a clean, comfortable and pleasant environment
- Use the library undisturbed without threat of harm, invasion of privacy, or interference
- Respectfully express their opinions and concerns regarding library materials and services through our Request for Reconsideration process.

The Grand Forks Public Library Board endorses the Library Bill of Rights and Freedom to Read Statement. In addition, the Library Board recognizes its responsibility to protect the privacy of each patron concerning personal records relating to use of library materials. Any library record which includes a library user's name or information sufficient to identify a user together with the subject about which the user requested information is exempted from the public records disclosure requirements of NDCC 44-04-18 pursuant to NDCC 40-38-12 and shall not be made available upon request of any person other than the library user.

However, library records will be released when required pursuant to a court order or subpoena. Only the Library Director or her/his representative is authorized to do so. In addition, under the USA Patriot Act guidelines any information posted on the Internet, sent by e-mail, or otherwise stored electronically in libraries or elsewhere, is subject to scrutiny by law enforcement agencies without notification.

In order for the library to be enjoyed by all patrons, the following guidelines should be observed. Patrons who exhibit behavior inconsistent with the following guidelines may be asked to leave the library and/or may be prohibited from using the Library for a specified length of time.

*To ensure a clean, comfortable and pleasant environment, proper use and care of the building and all materials is essential.*

1. Patrons may not prevent or postpone timely access to library resources through theft or deliberate misuse of library materials, equipment, or furnishings.
2. Patrons may not use illegal substances or alcoholic beverages in the library or on library grounds. Patrons may not use tobacco products in the library, nor may they use tobacco products within twenty (20) feet of the library building as pursuant to NDCC 23-12-10; Intoxication resulting from the use of alcohol or drugs is also prohibited in the library and on library grounds.

*To ensure the safety of children:*

1. Parents are responsible for the behavior and supervision of their children.
2. As outlined by the North Dakota Department of Human Services, children eight years of age and under may not be left unattended in the library and must be supervised by a parent or guardian at all times.

*To ensure individuals' rights to use the library free of disruption, library patrons must observe the following principles of conduct:*

1. Patrons may not verbally and/or physically harass any staff member or patron. If anyone has a concern about another patron's behavior, they should notify a staff person.
2. Patrons must wear appropriate attire (shirts, shoes, etc.) when in the Library.
3. Patrons may not block entrances and hallways, interfere in any way with people entering the library, or bring bicycles and other objects which constitute a potential safety hazard into the library.
4. Patrons must be considerate regarding the use of cell phones. Cell phone ringers should be turned to vibrate and conversations should be brief and conducted in a low tone of voice.

*Other examples of disruptive behavior include, but are not limited to:*

1. Running
2. Throwing objects
3. Cursing, shouting or otherwise being disruptive
4. Soliciting or conducting surveys not authorized by the Library.
5. Entering staff areas without permission
6. Refusing to comply with the reasonable request of staff members

Any illegal acts, such as child molestation, indecent exposure, or destruction of Library property are prohibited in the Library and will be reported to law enforcement authorities. Soliciting, selling, or begging is not permitted in the Library.

The Library Director or Director's designee may deny library access or service to any patron violating the above guidelines. Patrons whose privileges have been denied may request a review by the Library Board.

Library visitors are asked to cooperate with the library staff who must interpret and apply this policy. The intention of these principles is to help promote excellence in library service for all patrons and ensure library visitors' ability to freely use the Library in comfort.