

Laurel Public Library

Library Use Rules

Montana Code Annotated 22-1-311 ~ Use of Library-Privileges states: “Every library established under the provisions of this part shall be free to the use of the inhabitants of the city or the county supporting such library. The board may exclude from the use of the library any, and all, persons who shall willfully violate the rules of the library. The board may extend the privileges and use of the library to persons residing outside of the city or county upon such terms and conditions as it may prescribe by its regulations.”

The Laurel Public Library Use Rules are intended to allow users to have an opportunity to use and enjoy the library without interference. The following rules are offered as guidelines so that library staff may help users have a positive library experience.

1. Maintain a conversational level of voice to prevent disturbing other patrons who may be reading or working in the library.
2. Cell phone use should be limited to entry areas to promote a quiet atmosphere. Please turn cell phone ringers down to low or vibrate so that ringing phones do not disturb others.
3. Parents are requested not to leave young children alone at the library. This is primarily for the safety of the child, not library staff. Unattended children who disrupt the operation of the library may be asked by staff members to leave. Parents who allow their children to be disruptive will be asked to control the behavior of their children. If disruptive behavior is not controlled both parents and children will be asked to leave the library.
4. Use of the library phone by the public will be strictly limited. No long distance calls should be charged to the library. If staff members feel that patrons are making long distance calls staff may dial the number for patrons. If a patron needs to make a toll-free call, staff should dial the phone number for them to prevent accidental charges to the library phone.
5. A black & white copier is available for public use. A staff member may be available to help with copier adjustments. Patrons will be charged for ALL copies made (even mistakes) unless it was library personnel that are responsible for mistakes. Copies are \$0.10 per page (\$0.05 for Senior patrons) and \$0.20 for double sided pages.
6. Faxes may be sent from the library for \$0.25 per page and received for \$0.10 per page. Faxes will be sent by staff members, not patrons, since the fax machine is located in the employee office.
7. Loss of library privileges may result from continually having overdue materials and/or damaging or losing library materials, or damaging library property.
8. Please do not eat around the public access computers. Drinks may be allowed if they are in containers with secure lids, but not close to computer equipment.

9. Please refrain from entering areas designated for staff members unless requested by one of the library staff.

10. Smoking is prohibited in all public buildings, library included. Please do not leave cigarette butts or ashes on library property.

11. Library materials should only be borrowed on users own individual or family cards, not the cards of other patrons. If staff suspects that the user is not the cardholder, they may ask for identification.

12. Library cards will only be issued to those that have proper identification and address verification. If we can not verify your address, we will not issue a library card to you. The exception to this will be for children asking for a library card with their parent/guardian present.

13. Intentional loitering at closing time will not be tolerated. Employees are not asked to work beyond their scheduled shift time since they would like to go home too. Patrons that consistently linger beyond closing time may be asked to leave 15 minutes early to prevent loitering.

14. Patrons are asked to remove in-line skates before entering the library. In-line skates and skateboards may be left inside the entrances of the library or at the circulation desk. There are two bike racks on the north side of the building for bicycles.

15. Engaging in any activity that is prohibited by law, or any conduct that interferes with library staff and other patron use of the library, will not be tolerated. Disruptive patrons may be asked to leave library premises by any staff member. Activities and conduct include, but are not limited to: vandalism, theft, sexual misconduct, swearing, sleeping, running, poor hygiene, intentionally rearranging library materials on shelves, throwing things, pushing or shoving, and incapacitation by drugs or alcohol.

16. A person may lose the right to use the Library if they continue to violate any of these rules. Library staff will not hesitate to use Police assistance to enforce the rules and policy of the library.

These rules are subject to revision as necessary and will be posted for public viewing.

Adopted August 12, 2003, revised December 9, 2003 by the Board of Trustees of the Laurel Public Library. Revised December 8, 2009 by the Board of Trustees of the Laurel Public Library. Further revisions by the Board of Trustees of the Laurel Public Library on July 13, 2010 and October 2015.