

# Library Use

Approved by: Library Board

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Review Schedule: Every 5 years

Next Review Date: 2022

Ramsey County Library supports the rights of all individuals to free and equal access to information and use of the library and seeks to provide a welcoming environment that is conducive to collaboration, exploration and discovery.

To this purpose, the library use policy is intended to guide behavior so that a safe, respectful, and inclusive environment is maintained for all library users.

## A Safe Environment

Maintaining a safe environment on Ramsey County Library property is essential to ensure access to all users. Committing or attempting to commit any activity that would constitute a violation of any federal, state or local criminal law or ordinance is prohibited on Ramsey County Library property. Examples of prohibited activities include but are not limited to:

- Physical behavior that has the potential to cause harm to others, such as running, pushing or fighting
- Trespassing in non-public areas of the library
- Brandishing weapons of any type
- Consuming alcoholic beverages and using illegal substances
- Smoking and vaping in library buildings or within fifty feet of library entrances and library outdoor events

A safe environment also requires:

- Children under the age of 8 are required to be accompanied by a responsible adult or a responsible older adolescent. Staff has the right to ask that children of any age or vulnerable adults be directly supervised.
- Animals other than service animals or animals for library programs are not allowed in the library nor may they be left unattended at library entrances.
- Bicycles must be left outside the library in bicycle racks. The use of skateboards or other wheeled devices is not allowed on library property. Strollers and wheeled vehicles required for mobility are allowed.

## A Respectful and Inclusive Environment

Ramsey County Library provides its users with spaces for engaging with collections, equipment, and community. The maintenance of respect and inclusivity in the use of these spaces is provided for by the following rules:

- Programmatic noise and noise of a reasonable duration and volume are allowed in the library.
- Disruptive cell phone conversations longer than a few minutes should be conducted in lobby areas.
- Verbal abuse including the use of racial, ethnic or other epithets and harassment directed at other library users or library staff is prohibited.
- Causing a nuisance as defined in Minnesota Statute 561.01 is prohibited. This can include but is not limited to odors or activities which are offensive to reasonable sensibilities.
- Shirt and shoes are required to be worn in the library.
- Soliciting, panhandling and gambling are not allowed on library property.
- Careful use of library materials, furniture, and equipment is required. Library equipment must be used in the designated places.
- Internet users (wireless as well as library internet computers) must abide by the requirements for acceptable use outlined in the Ramsey County Library Internet access policy.

### **Enforcement of the Library Use Policy**

The Library Use Policy will be enforced in a fair and reasonable manner. The library staff has the right to make decisions that are in the best interest of the library whenever these guidelines do not specifically cover a situation.

- Whenever possible, staff will first inform individuals about the applicable policies before taking measures to enforce those policies.
- If an individual continues to violate these policies, staff may order them to leave for the day.
- Any conduct that threatens the safety of any person or that is damaging to library property, equipment or facilities will result in immediate expulsion from the library premises.
- Library staff will contact local law enforcement officers for severe or illegal behavior or when an individual refuses to leave when told by staff to do so.
- Repeat misconduct or severe offenses (even if a single isolated event) may be cause for a temporary or permanent prohibition from using library facilities and services, arrest, or prosecution.

Staff will follow the established procedures outlined in “Banning Procedures.” The Ramsey County Library Director or the Director’s designee shall be responsible for making the determination of a suspension of library privileges for longer than one month.