



A service of the City of Bastrop

# Library User Responsibility and Conduct

Emphasize enjoyment, discovery, and exploration; build community through stories; commit to expanding the depth and diversity of material

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## Purpose of the Library User Responsibility and Conduct Policy

The Library User Responsibility and Conduct policy is intended to outline the acceptable standards that ensure all users, volunteers, and staff experience a safe and comfortable library environment.

## Library User Responsibility and Conduct Policy Goals

- Set the expectations for all library users and outline acceptable behavior in the library
- Ensure all library users can have a positive experience in the library
- Ensure the library building remains clean and welcoming
- Provide equal and equitable access to the library for all

## Principles and Objectives

- The Bastrop Public Library supports “equal and equitable access to all library resources and services by users of all ages” as outlined by the American Library Association’s Bill of Rights
- This document serves to clearly communicate the behavioral expectations of all persons in the library building

## Contact Us

- In person at the check-out or information desk
- Via telephone at 512-332-8880
- Via email at [info@bastroplibrary.org](mailto:info@bastroplibrary.org)
- Online at [www.bastroplibrary.org](http://www.bastroplibrary.org)
- Via mailing address:

Bastrop Public Library  
P.O. Box 670  
Bastrop, TX, 78602

*At the Bastrop Public Library, service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition, age, gender identity, or sexual orientation.*

## **User Expectations**

Bastrop Public Library is a service of the City of Bastrop; therefore, the building is subject to all rules and regulations which apply to all city buildings. For more information, please refer to the city's municipal code ([https://library.municode.com/tx/bastrop/codes/code\\_of\\_ordinances](https://library.municode.com/tx/bastrop/codes/code_of_ordinances)).

The following behaviors are expected in the library:

- Communicating in a moderate, respectful, conversational tone.
- Setting electronic devices to silent or vibrate
- Using personal listening devices to access audible content (i.e., headphones)
- Using furniture, fixtures, materials, equipment, or facilities in their intended manner
- Removing personal belongings, trash, or other debris when leaving an area
- Presenting a standard of personal hygiene that does not offend others with strong odors whether by personal cleanliness or cosmetic scent
- Wearing shoes and clothing that cover the upper and lower torso. Swimsuits (wet or dry) are unacceptable
- Respecting other people's time and space by engaging in a pleasant manner which does not interfere with their use of the library
- Following posted rules and room occupancy limits
- Treating library staff and others politely and with courtesy

The following behaviors are unacceptable in the library:

- Physically, verbally, or with gestures, threatening or abusing another person. Any person committing such an offense may be subject to prosecution where applicable
- Engaging in disruptive, dangerous, or uncontrolled behavior, including but not limited to loud conversations, yelling, running, rough-housing, and physical violence
- Displaying weapons, except as allowed under Texas statute
- Adults occupying the teen or children's area who are not supervising or assisting a child or browsing for items
- Accessing sexually explicit material on a library or personal device
- Entering staff areas without authorization
- Physically blocking aisles or entrances of the library
- Using wheeled sports equipment in the library or on surrounding sidewalks
- Distributing literature or otherwise soliciting customers on library property

Any violation of the laws of the State of Texas or City of Bastrop Ordinances is expressly forbidden in the library. Any person committing such an offense will be evicted from the premises and may be subject to prosecution where applicable, including the issuance of a criminal trespass warrant.

## **Consumables**

- Food is not allowed in the library unless it is at an authorized event.
- Drinks are allowed if they are in a secure, lidded container.
- Possession of alcohol or any illegal substance is prohibited on library property.
- Intoxicated individuals, whether by alcohol or other substances, will be asked to leave library property.

- Use of all tobacco products or e-cigarettes is prohibited in the library or within 25 feet of an entrance.

### **Personal belongings**

- Wheelchairs and other mobility assistive devices are welcome. Carts or wheeled devices not intended for mobility assistance are prohibited.
- The library is not responsible for lost, stolen, or misplaced personal items.
- As a courtesy, the library will retain personal belongings left in the building for two weeks, after which the items will be disposed of as appropriate.

### **Juveniles and Vulnerable Individuals**

Persons 17 years or younger are defined as juveniles for the purposes of this policy. Juveniles aged eight years old or younger must be supervised by an adult in the library or at library activities.

A vulnerable individual is a person of any age who is mentally or physically challenged to a degree that significantly impairs the individual's ability to provide adequately for their own care or manage their own behavior without assistance.

### **Parent, Guardian, or Caregiver Responsibilities**

- Ensure the safety and well-being of the individual
- Monitor the activities and manage the behavior of the individual
- Prohibit the individual from damaging library property and take financial responsibility if damage occurs

### **Unattended Juveniles and Vulnerable Individuals**

The library is a public facility and open to all. There may be risks for children and vulnerable individuals when they are left unattended.

If a situation arises involving an unattended juvenile or a vulnerable individual, and it is deemed necessary by library staff, staff will attempt to contact the parent, guardian, or caregiver of the individual. In the event the appropriate person cannot be reached, the individual will be placed in the care of the Bastrop Police Department until the appropriate person or help can be reached.

### **Teen Room and Teen Programs**

- The H.E.B. Teen Room and any teen-specific programs are reserved for juveniles aged 13 through 17
- Students aged 18 may use the Teen Room and join Teen Programs until they graduate from high school
- Other users may enter the teen room to locate materials but may not linger for an extended period of time

### **Animals**

- Service animals are welcome in the library. Owners are responsible for ensuring the following criteria are met:
  - The animal must be obedient and under the owner's control at all times.
  - The animal should not interact with other people unless alerting for an emergency.

- The animal's daily living needs should be addressed outside of the library building.
- Pets and all other non-service animals are not allowed in the library.
- Animals may not be left unattended outside the library.

### **Exceptions and Accommodations**

Exceptions/Accommodations to the Library User Responsibility and Conduct Policy will be at the discretion of the Library Director or a Library Supervisor. Exceptions/Accommodations will be designed to increase the accessibility of the library but will not negatively impact other users' library experience.

### **Notification and Enforcement Process**

Users will be notified if they are violating the policy and will have the opportunity to correct the behavior. Repeat policy violations may result in a request to leave library property or revocation of library privileges.

Users' library privileges can be limited at the discretion of the Library Director or a Library Supervisor.

If necessary, the Library Director will request the Bastrop Police Department issue a criminal trespass citation in order to enforce the withdrawal of library privileges.

### **Reevaluation of Library User Responsibility and Conduct Policy**

The Bastrop Public Library User Responsibility and Conduct Policy is reviewed every three years so that it adequately reflects changes in the library's goals and the community's needs. Notwithstanding the foregoing, the City of Bastrop may amend the policy at any time as appropriate. The staff may bring forward issues and recommendations for the Director's consideration as part of the amendment process for the policy.