

BS Policy Binder



# COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

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## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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TO: JACQUE MERIAM, Librarian  
FROM: MARGIE WILLIAMS, Clerk of the Board *mw*  
SUBJECT: COUNTY LIBRARY POLICY FOR PATRON CONDUCT  
Res. No. 03-62

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on February 25, 2003

#### ACTION AND VOTE:

Jacque Meriam, Librarian;

Establishment of the Mariposa County Library Policy for Patron Conduct

**BOARD ACTION:** Discussion was held with Jacque Meriam relative to the proposed policy and allowances for the consumption of food or beverages. (M)Parker, (S)Stetson, Res. 03-62 was adopted establishing the policy as recommended, with a change to direct that food or beverages are not allowed unless previously approved by the Librarian/Ayes: Unanimous.

cc: File

DEPARTMENT: LIBRARY

BY: JACQUELINE M. DODD MERIAM  
PHONE: 966.8478

**RECOMMENDED ACTION AND JUSTIFICATION:**

MARIPOSA COUNTY LIBRARY POLICY FOR PATRON CONDUCT

Libraries exist to serve the needs of the people who visit, call, write, or in some other way contact the library. Staff in the library serves primarily to assist patrons. People who use the library have the right to facilities that are safe and comfortable to use. The Library rules and policies that require courteous behavior and responsible actions will be enforced. Authorize the Mariposa County Librarian to execute the following policy for the Mariposa County Library System Patron Conduct. See attachment 1

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

The Board of Supervisors have passed other polices for the Mariposa County Library System;  
Res.No:02-145-Internet Policy  
Res.No:01-303-Community Room Policy  
Res.No:02-359-Exhibits, Displays Cases and Bulleting Boards

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

The Library would not have a policy the Patron Conduct.

Financial Impact? ( ) Yes (✓) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$		4 pages Draft-Patron Conduct for the Mariposa
Source:		County Library.
Internal Transfer		
Unanticipated Revenue	4/5's vote	
Transfer Between Funds	4/5's vote	
Contingency	4/5's vote	
( ) General ( ) Other		

**CLERK'S USE ONLY:**

Res. No.: 03-62 Ord. No. \_\_\_\_\_  
Vote - Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_  
( ) Approved  
(✓) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_  
Attest: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California  
By: \_\_\_\_\_  
Deputy

**COUNTY ADMINISTRATIVE OFFICER:**

\_\_\_\_\_ Requested Action Recommended  
\_\_\_\_\_ No Opinion  
Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
CAO: \_\_\_\_\_

## PATRON CONDUCT

### STATEMENT OF PURPOSE

Libraries exist to serve the needs of the people who visit, call, write, or in some other way contact the library. Staff in the library serves primarily to assist patrons. People who use the library have the right to facilities that are safe and comfortable to use. The Library rules and policies that require courteous behavior and responsible actions will be enforced.

### POLICY: PATRON LIBRARY BEHAVIOR

The Mariposa County Library System encourages people of all ages to visit the library. Those using the library and its resources have the right to expect a safe and comfortable environment that supports appropriate library services. The Library welcomes all users and invites them utilize its facilities. The nature of its material and services encourages patrons to spend time in the Library reading, studying, searching, viewing, and listening.

### LIBRARY RULES

In order to promote the appropriate use of the Library and to assure the health and safety of the public, the following conduct is prohibited:

- Smoking within the building.
- Bare feet within the building.
- Theft, marking or destruction of Library property.
- Loud noise or other activities constituting disorderly conduct which disturbs the use of the Library by the public.
- Consumption of food or beverages within the building.
- Animals (other than guide dogs as defined by Civil Code Section 54.1.)
- Selling goods or soliciting on Library grounds.
- Loitering or sleeping in the Library.
- Obstruction of walkways or aisles with personal possessions.

- Any other conduct disturbing the appropriate and peaceful use of the Library by other patrons or the work of Library staff.
- Cell phones are not to be used in the Library.

Any violation of these rules may result in a loss of library privileges. Unlawful activities will be dealt with in a serious and appropriate manner.

All patrons must leave the Library premises at closing time. Escorts, rides, etc., are the sole responsibility of the patron or parent, guardian or other authorized person. Patrons who need assistance to return home, such as minors or disabled adults, and who remain at the Library after closing, may be referred to the Sheriff's Department in order to ensure their safety.

To provide equal opportunity for all users to access the Internet, the Library may limit use. Please limit your time on the workstation to one hour or less. The Library reserves the right to place a time limit on computer use.

Computer Users May Not:

- Attempt to or damage computer equipment or software.
- Attempt to or alter software configurations.
- Attempt to or cause degradation of system performance.
- Use any Library workstation for any illegal or criminal purpose.
- Violate copyright laws or software licensing agreements in their use of Library workstations.
- Engage in any activity which is legally slanderous.
- Install or download any software.
- Disturb other Library users or staff in any way, including by display of sexually explicit material.
- Minors may not view material that is harmful to minors under Children Internet Protection Act.

Violations will result in the revocation of Internet use privileges. Unlawful activities will be dealt with in a serious and appropriate manner.

## Copyright

U.S. Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials (including electronic mail, text, images, Programs or data) without the explicit permission of the copyright holder. Responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use.

*The library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.*

## POLICY: PATRON USE OF LIBRARY SUPPLIES

The Mariposa County Library System supplies scratch paper, recycled from the photocopier and other sources, for note taking but cannot provide other office or school supplies. Office supplies purchased with library budget funds are for use by the library staff in the completion of their work. Because office supplies are purchased with public tax funds, they cannot be sold or given away.

## POLICY: THEFT OF MATERIALS - LIBRARY

To protect the investment in library materials made by taxpayers, as patrons leave the library, staff may examine book bags, backpacks, briefcases, and other large containers when the security system is alarmed. Any uncharged items will be returned to the circulation desk to be charged out. If staff believes that, due to the large volume of material and/or value of materials, theft was intended, the Mariposa County Sheriffs Department will be notified. Vandalism of library materials will also be reported to the Mariposa County Sheriffs Department.

## POLICY: THEFT OF MATERIALS - PATRONS

The Mariposa County Library System does not assume responsibility for items left unattended in the library.

## POLICY: CHILDREN IN THE LIBRARY-UNATTENDED CHILDREN

The Mariposa County Library is a public facility that offers services to a wide range of citizens. Children are especially welcome. The library has the responsibility to provide an environment that is safe and comfortable for every patron who is appropriately using its services and facilities. Children and young people are expected to adhere to the same standards of patron conduct expected of adults. Parents, guardians, or assigned chaperones are responsible for the behavior of their children while in the library.

Children under the age of seven should never be left unsupervised in any area of the library. If a parent cannot be located, staff will call Child Protective Services or the Mariposa County Sheriff Department to report an abandoned child. Parents will be sent a letter if their children under the age of 15 are consistently in the library after being released from school and asked to make arrangements for child care. If the parents are unresponsive within seven (7) working days Child Protective Services will be notified.

Older children who are disruptive will be asked to leave the library. If the child cannot safely leave the library to return home on his or her own, staff will permit the child to call a parent. If no parent can be contacted, library staff will either allow the child to remain at the library under close supervision until a parent can be contacted or contact the child Protective Services or the Mariposa County Sheriff Department, depending upon the severity of the situation.

Children who have not been picked up at closing time will be given the opportunity to call a parent. Children who have not been picked up within fifteen (15) minutes after closing and a parent has not been contacted the library staff will contact the Child Protective Services or the Mariposa County Sheriff Department. Under no circumstances will staff transport children in a vehicle or accompany them home.