



## LIBRARY AND FACILITY USE POLICY

*Approved by the Vista Grande Public Library Board of Directors - 2009-Aug-18*

*Approved by the Vista Grande Public Library Board of Directors - 2012-Jan-17*

*Revised 2015-Jan-20, 2018-Oct-12, 2021-Jul-20*

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### HOURS OF OPERATION

Monday	closed
Tuesday	11:00 a.m. - 4:30 p.m.
Wednesday	11:00 a.m. - 4:30 p.m.
Thursday	11:00 a.m. - 4:30 p.m.
Friday	11:00 a.m. - 4:30 p.m.
Saturday	11:00 a.m. - 4:00 p.m.
Sunday	closed
<i>Total of 27 hours</i>	

Closed for the following holidays:

- New Year’s Day
- Memorial Day (Saturday close)
- Fourth of July
- Labor Day (Saturday close)
- Thanksgiving Day and day after
- Christmas Day

When these holidays fall on days the library is closed, they may be observed on another day. Two additional floating holidays are available and may be used for, for example, New Year’s Eve, Christmas Eve, or Boxing Day. Other closures or additional hours of operation may be approved by the Library Director as needed. Closures owing to bad

weather will be decided on a case-by-case basis and will be announced on the library recorded message and on the library website. Typically the library follows the Santa Fe Public Schools schedule for weather-related closings.

## **BEHAVIOR IN THE LIBRARY**

### **Purpose:**

The Vista Grande Public Library is open to the public for the purposes of reading, studying and using library materials and facilities to the maximum extent possible during regularly scheduled hours. The library's rules are designed to promote the safety and security of library users, materials and staff. These rules are for the comfort and enjoyment of all who use the Library.

Users are expected to behave in a manner that does not disturb or endanger other library users, disrupt the operation of the Library or endanger library materials, facilities, or premises. Users who do not follow these rules will be asked to leave or may have library privileges suspended or revoked. Library staff will contact the Santa Fe County Sheriff's Department if deemed advisable.

### **Library premises:**

The library premises include the building, the land surrounding it, and the parking area.

### **Library patrons may NOT:**

1. Interfere with another person's use of the Library or with the library personnel's performance of their duties.
2. Smoke in the Library or within 30 feet of the building entrance.
3. Eat or drink in the library (covered water bottles are permitted)
4. Enter the Library without a shirt and footwear.
5. Play audio equipment so that others can hear it.
6. Bring animals to the Library, except those needed to assist a patron with a disability. Dogs should be leashed outside in such a manner that they do not interfere in any way with patrons entering or exiting the building.
7. Leave children 12 years old or younger unattended. Library will contact the appropriate authorities as needed in such cases.
8. Bring a bicycle, roller skates, or skateboard into the Library.
9. Solicit anywhere in the Library.

10. Bring any type of firearm onto library premises.
11. Talk loudly, make noise, use abusive or threatening language, fight, or engage in any other disruptive behavior.
12. Engage in activities prohibited by the Library's internet use policy.
13. Use cell phones in the library (texting is permitted).

### **USE OF MEETING ROOM**

Use of the building is restricted to Library-sponsored programs or approved groups subject to the following guidelines:

1. Group meetings must be open to the public and without admission fees.
2. Group size must be consistent with available space.
3. Use of the Library space is contingent on availability of a staff member or volunteer to open and close the facility or the group having been assigned a key.
4. No alcoholic beverages may be served per public building regulations.
5. Food and drink may be served at Library-sponsored functions (e.g., after school reading, evening programs).
6. Food and non-alcoholic drinks may be served by an approved group when the group is using the meeting room. The group holding the meeting is responsible for clean-up and any damages that may occur.
7. Circumstances may warrant other limitations on group size or activities. Room users will be appraised of these in advance.
8. Meeting sponsors will be given a copy of this policy and asked to sign it and provide contact information as a condition of using Library facilities.

All requests for use of library space will be reviewed by the Library Director, who will refer any requests outside of this policy to the VGPL President and/or Board of Directors for action. Authorization to use the Library's facilities does not reflect endorsement by the Library of the general or particular program, position, or purpose of any persons or organizations. Use of meeting rooms for Library purposes takes precedence over all other uses. The Meeting room shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising, except by VGPL.

The group or organization using the building will be responsible for the set up and arrangement of the meeting room for their meeting and will return the room to its original condition when finished. If there is damage to any room that will necessitate professional cleaning, the cost will be passed onto the organization or group that used the room.

Room users must not block fire doors and must leave 3-feet of space around fire extinguisher.

The Library is not responsible for accidents, injury, loss or damage to personal property of individuals or organizations.

**Meeting room users may NOT:**

1. Interfere with another person's use of the Library or with the library personnel's performance of their duties.
2. Smoke in the Library.
3. Enter the Library without a shirt and footwear.
4. Play audio equipment so that others can hear it.
5. Bring animals to the Library, except those needed to assist a patron with a disability. Dogs should be leashed outside in such a manner that they do not interfere in any way with patrons entering or exiting the building.
  - a. Animals which are part of specific library programs are allowed, but must be approved in advance by Library Director or Assistant.
6. Leave children 12 years old or younger unattended. Library will contact the appropriate authorities as needed in such cases.
7. Solicit anywhere in the Library.
8. Bring any type of firearm onto library premises.
9. Talk loudly, make noise, use abusive or threatening language, fight, or engage in any other disruptive behavior.
10. Engage in activities prohibited by the Library's internet use policy.
11. Smoke within 30 feet of the building entrance.
12. Use cell phones in the library.

Children who are not accompanied by adults will be asked to sign in and provide a parent's contact information when entering the library.

## **Wifi Use**

1. If room users need Wifi for their meetings they must
  - a. Inform VGPL
  - b. Come to the library on the day before the event (if they are meeting Sunday or Monday, they may come in Friday) and check out a Wifi password that will be valid for the duration of the meeting only
  - c. This password may not be given to persons outside the meeting
  - d. Any illegal use of VGPL's Wifi attributed to this password will be prosecuted

## **EXHIBITS, DISPLAYS, ADVERTISEMENTS OR PROMOTIONAL MATERIAL**

The Vista Grande Public Library welcomes exhibits or displays that represent the intellectual, cultural and ethnic diversity of the community and are in accordance with the stated vision and mission of the Library. Exhibits that substantially interfere with the operation of the Library will not be permitted.

Bulletin Board space is available with permission for registered nonprofit groups engaged in cultural, educational, intellectual or charitable activities. All materials must be dated. Library staff will clear the bulletin board periodically.

The following items will not be accepted for posting:

1. Advertisements of products or services offered by commercial organizations or individuals
2. Lost pet notices
3. Requests for contributions
4. Petitions
5. Electioneering materials for individual campaigns

## **DAMAGE AND THEFT**

Any person who deliberately mutilates or removes, without authorization, any part of the library collection, building, or furnishings is guilty of a misdemeanor. Legal action may be pursued.