

2.14 Patron Rights, Responsibilities and Conduct

To protect the public's right of access to library facilities, to ensure the safety of patrons of all ages and staff, and to protect library resources and facilities, certain rules of conduct and levels of responsibility must be followed.

The Library Director and authorized staff are responsible for enforcing customer conduct in the library and on library premises. Anyone found to be interfering with another's use and enjoyment of ~~the library~~ facilities will be asked to stop the behavior or activity. If the behavior continues, the staff will ask the individual to leave ~~the the library~~ facility. Failure to leave will result in staff calling the police for assistance, and the offender will be subject to arrest and/or be issued a criminal trespass warrant.

I. Public Property

1. Library Materials

- a. Patrons may not deliberately mis-shelve, steal, damage, mutilate, or otherwise destroy library materials or property.
- b. Patrons agree to abide by all policies and rules pertaining to the use of library materials, which include:
 - Proper care of materials.
 - Return of all items borrowed by the date(s) due.
 - Payment for lost or damaged materials.
 - Notification to the library if card is lost or stolen. If the library does not receive notification, the patron is responsible for any materials borrowed on the card.
 - Notifications to the library for change of contact information.

2. Library Property

- a. Patrons will not intentionally damage library grounds, buildings, furnishings, or other property.

II. Rights of Others

1. General Prohibitions

While on library property, no person shall:

- a. Display weapons, except as allowed under Texas statute.
- b. Smoke (as defined in City Ordinance Article VII, Sec. 62-336) or use tobacco inside the library or within 20 feet of the library entrance.

- c. Possess alcohol or any illegal substance or be intoxicated (whether by alcohol or other mind-altering drugs) to the point of impairment of his/her mental or physical abilities.
- d. Enter the library without shoes and shirts.
- e. Use a skateboard, scooter, or skate in the library or outside on library walkways or parking lots.
- f. Bring in bulky items that take up excessive space.
- g. Place briefcases, book-bags, musical instruments, etc. where they block aisles or take up workspace of library users and staff.
- h. Trespass into any area closed to the public.
- i. Present bodily hygiene that is distracting to customers or staff to the point that it interferes with customers' use of library resources or with staff work.
- j. Make unauthorized or inappropriate use of library equipment (computers, emergency exit doors, etc.)
- k. Bring animals into the library, except for service animals or for program activities.
- l. Sell, solicit, panhandle, or loiter.
- m. Post or distribute handbills, brochures, etc. without permission from the Library Director.
- n. Disobey applicable City of New Braunfels ordinances.

2. Disruptive Behavior

While on library property, no person shall:

- a. Physically, verbally, or with gestures threaten or abuse another person on library property. Any person committing such an offense will be evicted from the premises and may be subject to prosecution where applicable.
- b. Harass library users or staff or attempt to engage library users or staff in unwanted discussion. This includes sexual advances or physical and/or verbal harassment.
- c. Exhibit disruptive, uncontrolled behavior.
- d. Exceed acceptable noise levels, to include personal electronic devices. Use of a cell phone shall be permitted within the library facilities except use of a cell phone on the speaker setting shall be prohibited within library buildings.
- e. Any act, which is in violation of the laws of the State of Texas or New Braunfels City 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.

3. Minors in the Library

For the safety and comfort of children, a responsible parent or caregiver should accompany and supervise children who are using the library. While in the library, parents

and caregivers are responsible for monitoring and regulating the behavior of their children. The library is not equipped, nor is it the library's role, to provide long- or short-term childcare or supervision.

Library staff members will refer to this policy when necessary, including in response to the following situations:

- a. An unattended child is found frightened or crying in the library.
- b. An unattended child is perceived to be endangering him or herself, or that another person in the library poses a perceived threat to the unattended child.
- c. An unattended child exhibits specific inappropriate behavior as described above.
- d. An unattended child has not been met by a responsible caregiver at closing time.

After evaluating the situation, library staff members will attempt to contact the parent or guardian of the unattended child. In the event the parent or guardian cannot be reached, the child will be placed in the care of the New Braunfels Police Department.



Endorsed by the New Braunfels Public Library Board, Feb. 18, 2003

Endorsed Jan. 20, 2009

Revised Aug. 15, 2011; June 16, 2013; Aug. 17, 2015; Jan. 11, 2016

Endorsed Nov. 20, 2017

Revised Nov. 16, 2018; Nov. 18, 2019

Endorsed Sept. 21, 2020

Revised Jan. 24, 2022; September 19, 2022; Endorsed September 18, 2023;

Revised May 29, 2024

By: _____
President, Library Advisory Board

Attest: _____
Library Director