

# Conduct and Responsibilities Policy

Adopted: February 3, 2025

## Contents:

- I Purpose of Policy**
- II Policy Approval and Review**
- III Conduct**
- IV Checking out Materials**
- V Privacy Policy**

### **I Purpose**

The purpose of this policy is to outline conduct and responsibilities for patrons of the Ester Village Library.

### **II Policy Approval and Review**

This policy shall be reviewed every three years by the Board of Directors.

### **III Conduct**

- A. The Ester Village Library is a public building. Patrons are expected to treat the building and grounds with reasonable care, to clean up after themselves, and to treat other library patrons and staff with courtesy and decorum. Smoking, vandalism, accessing illegal online sites, drinking alcoholic beverages and/or being under the influence of drugs or alcohol, harassment, shouting, soliciting of any kind, campaigning, being rude or obnoxious to other patrons or staff will not be tolerated. This is not an all-inclusive list.
- B. Patrons will at times be photographed for marketing purposes. They may ask that their names or likenesses not be used for those purposes at any time.
- C. Patrons can be photographed by others at any time. As the Ester Village Library is a public building, we have no control over those entities and what they do with those images. The Ester Village Library is not responsible for the actions of those individuals with regard to their images, either legally or ethically.
- D. Eating or drinking while using Ester Village Library laptops are prohibited.

- E. Repercussions of violations outlined in Section IIIA may take the form of verbal warnings or expulsions from library premises, either temporarily or permanently. A patron can be banned immediately, without a warning, if the situation warrants. All expulsions will be reviewed by the Ester Village Library Board of Directors and an expulsion period will be established at that time. If the Alaska State Troopers are called for particularly egregious and/or criminal actions, criminal trespass could result.

#### **IV Checking out Materials**

- A. Any member of the public may check out books, puzzles, games and DVDs from the Library for a 30-day period.
- B. The person checking out the material will fill out the library card with their name and phone number. This information may be used to contact the borrower for the return of the item. Borrower information will remain private and will be used only for library-related communication.
- C. If an item is lost or damaged, the person who checked it out should inform a member of the Board of Directors. The Board of Directors will decide whether the patron should buy a replacement of the title, or reimburse the the Library for the value of the item.
- D. Continual late returns, not returning items unless contacted by Library staff, or not returning items at all can result in that person not being allowed to check out further materials, either for a set period of time or lifetime.

#### **V. Privacy Policy**

- A. The Ester Village Library operates in a low-tech environment, and does not keep checkout or return records, with the exception of the library cards associated with each item. After the item is returned, the borrower's name may be blacked out on the card.
- B. The Ester Village Library is a member of the Alaska Library Association, and as such, adheres to the ALA Bill of Rights interpretation on privacy:

“Privacy is essential to the exercise of free speech, free thought, and free association. The courts have established a First Amendment right to receive information in a publicly funded library. Further, the courts have upheld the right to privacy based on the Bill of Rights of the U.S. Constitution. Many states provide guarantees of privacy in their constitutions and statute law. Numerous decisions in case law have defined and extended rights to privacy.

In a library (physical or virtual), the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf....”