

# GUAM PUBLIC LIBRARY SYSTEM USAGE POLICY

## APPENDIX 10.1

All libraries within the Guam Public Library System (GPLS) are public institutions, dedicated to meeting the educational, research and cultural enlightenment of Guam's population. The Guam Public Library Board asks all visitors to abide by the following terms to ensure that everyone's visit is an enriching and fulfilling experience:

1. Lying down or sleeping in the restrooms or on any floor, couch, table, or seat in the Library or other parameters. Blocking aisles, exits, or entrances with personal possessions or by sitting or lying down in them. Leaving unattended items in the Library. Library space is limited and very precious. Please do not waste any of it by taking naps, playing card games, or by engaging in any other activities inappropriate for a library setting.
2. All library patrons who displays a lack of bodily hygiene which could or may impose a health or safety risk, or which unduly interferes with another patron's quiet use and enjoyment of the public library, or with the functioning of library staff, including, but not limited to the following, may be prohibited from using library facilities and services and may be asked to leave the library until the situation can be corrected: (a) Unduly offensive body odor; (b) Open runny sores.
3. Everyone has the right to use library materials and facilities in a quiet, productive environment. Please protect this peaceful atmosphere by keeping conversation to a minimum, in volume and length and refraining from disruptive noises. The use of audio equipment/headsets is permitted as long as such use does not disturb other Library patrons. Cellular phones and pagers should be turned off or placed in silent mode while in the library.
4. Please return library materials to the Circulation Desk, or simply leave them on the table when you finish using them. Thank you for not re-shelving any library materials. Library patrons are not permitted to willfully conceal or hide library materials within Library facilities.
5. Food, drinks, gum, betel nut, chewing tobacco, and other such items may cause extensive irreparable damage to library materials and furniture. If you must eat or drink, please do so outside. Food or beverages brought into the Library must be stored in such a manner that they do not pose a danger of damaging or soiling the Library's facility or collections.
6. Appropriate attire should be worn at all times while in the library. Shirt and shoes required.
7. Willful, malicious mutilation or removal of library materials and/or facilities not only deprives our island community of valuable resources, it is also prohibited by Guam Public Law. (P.L. 22-149 amended). *9 Guam Code Annotated, § 34.70* Violators will be prosecuted to the fullest extent of the Law.
8. Animals are not permitted into the Library, except those needed to assist a patron with a disability.
9. Library restrooms should not be used as laundry facilities, bathing facilities, gathering places, or to store personal belongings.
10. The use of roller skates, roller blades, roller shoes, or skateboards are not permitted on Library property.
11. Library patrons are not permitted to solicit, petition, canvass, or sell anywhere on Library property.
12. All libraries within the Guam Public Library System are smoke-free facilities according to Guam Public Law. (P.L. 21-139 amended by P.L. 28-80). *10 Guam Code Annotated, §90105 (2005) ~ "Natasha Protection Act of 2005"*
13. Children ten (10) years old and under must be accompanied and supervised by an adult (age 18 years and older).
14. All patrons must adhere to the GPLS Internet Use Policy.
15. Engaging in any activity in violation of Federal, State, local or other applicable laws or Library policy is prohibited and is not allowed on GPLS property.
16. Carrying firearms and dangerous weapons of any type (except by law enforcement officers) is not allowed on GPLS property.
17. Being under the influence of alcohol/illegal drugs and selling, using, or possessing alcohol/illegal drugs is not allowed on GPLS property.
18. Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching, and obscene acts such as sex acts and indecent exposure is not permitted. *9 Guam Code Annotated, §55.45, §19.30 (a) (3); §19.40, §19.50 and §19.60*
19. Trespassing in nonpublic areas, being in the Library without permission of an authorized Library employee before or after Library operating hours or camping on Library grounds is not permitted. *9 Guam Code Annotated, §61.15, §61.20, §61.25, §61.30, §61.35, and §61.40*
20. All bags and other articles are subject to inspection by security and other authorized personnel. The Library reserves the right to limit the size and number of items brought into the Library.

The Guam Public Library System (GPLS) staff is here to assist you and to provide everyone the best service possible. We humbly request your patience and cooperation as we continue to ensure the safety and welfare of all patrons, volunteers and GPLS employees while on GPLS premises and for preserving and protecting the Library's materials, equipment, facilities, and grounds.

Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff and/or security staff will intervene to stop prohibited activities and behaviors. Failure to comply with the Library's established rules, regulations, and policies could result in removal from the premises and expulsion from the Library for a period of one (1) day to one (1) year, or in arrest or prosecution.

Violations could also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment. Expulsion for more than one (1) week may be appealed in writing within ten (10) working days from the date of incident to the Guam Public Library Board via the Territorial Librarian/Director.

Any questions concerning these guidelines may be addressed to the Guam Public Library Board via the Territorial Librarian/Director of the Guam Public Library System.

Approved by the Guam Public Library Board July 16, 2008, amended July 14, 2011. Supersedes the Guam Public Library Usage Policy amended March 16, 1998.