



**SUBJECT:** Library

**POLICY:** 901.1 Library Conduct

**RELATED PROCEDURE:**

**EFFECTIVE:** April 2007

**REVISED:** December 2023

**REVIEWED:**

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### **Introduction and Purpose**

The Great Falls College MSU Weaver Library's main purpose is to support student learning and development. Patrons of the Great Falls College MSU Weaver Library should expect a safe, secure, and comfortable environment to gather, connect and learn. To ensure this kind of environment, the library expects patrons to respect library, Great Falls College and Montana Board of Regents policies and procedures.

### **Policy**

To maintain a comfortable and safe space in the library, the following conduct expectations are in place:

- Sounds from personal electronic equipment are kept at a volume that does not disrupt other library patrons.
- Food and drink with a lid are allowed. Efforts should be made to not damage library equipment, furniture, or facilities and all trash must be disposed of in trash cans.
- Computers are provided in the library for academic support. Patrons utilizing computers for non-academic activities may be asked to relinquish their computer to another user. Patrons viewing pornographic, graphically violent, or other disruptive online or print materials may be asked to leave the library, at the discretion of the Director of Library Services. Community patrons, students and college employees are subject to the Board of Regents Information Technology policies and procedures: <http://mus.edu/borpol/bor1300/bor1300.asp>.
- Patrons who leave a work station or library furniture in such a condition that another patron cannot use the space may have library use privileges revoked.
- Exhibiting behaviors that are disruptive to other users or library staff members may result in a request to leave the library temporarily or permanently.
- Patrons must allow library staff members to perform their duties.
- Patrons are solely responsible for their personal property.
- Patrons must care for library materials by not marking, underlining, removing pages or portion of pages. Removing a binding, removing electronic theft detection devices or barcodes, or in any other way defacing library materials is prohibited and the patron responsible may incur a repair or replacement charge.
- Library materials must not be hidden for the exclusive use of individuals or groups.
- Patrons are responsible for obeying applicable intellectual property law, including the U.S. Copyright Law.

### **Right to Refuse Service**

The library staff has an obligation to manage disruptive behaviors quickly and professionally. The Great Falls College MSU Weaver Library Staff reserve the right to refuse service to library patrons who act in ways that disrupt other library patrons, library staff, or library facilities. Such behaviors include, but are not limited to, the following:

- refusal to follow library and campus rules and policies;
- harassment or inappropriate behavior toward other library patrons or library staff;
- personal hygiene issues that affect other library patrons, library staff, or library facilities; and/or
- threatening or violent behavior.

Any patron exhibiting such behavior will be asked to cease; continued violations may necessitate banning the patron from the library and/or Great Falls College MSU campus. If the patron is a student, the violation may fall under the Great Falls College MSU Student Conduct Code.

Related:

[Montana Board of Regents Information Technology policies](#)

[Great Falls College MSU Student Code of Conduct](#)

[Enterprise IT Acceptable Use Policy](#)