**MISSISSIPPI LIBRARY COMMISSION**

**USE AND CONDUCT**

**INDIVIDUALS**

1. Users are responsible for informing the Library Commission of any changes in address, telephone number and other contact information provided on the application. State employees and public library employees are also required to notify the Library Commission in the event of a change of employers or departure from state or public library service.

2. Users shall be charged repair or replacement costs in the event of damage to or loss of materials due to negligence. Individuals owing charges for lost or damaged materials may not borrow additional materials until such charges have been paid in full. The Library Commission cannot refund payments for materials later found and returned.

Removal of library materials from the library without authorization is prohibited and is subject to legal action. Willful mutilation of library materials is prohibited and is subject to legal action. (§39-3-303 to 39-3-313)

4. The Mississippi Library Commission (MLC) has adopted a code of use and proper conduct conducive to the appropriate use of its services and facilities, while at the same time ensuring the safety of users and staff, and the protection of MLC’s resources and facilities.

**All users are entitled to:**

* courteous assistance from knowledgeable staff
* access to library resources
* a quiet research environment
* a clean and safe facility

**All users have the obligation to:**

* interact courteously with other users and staff
* maintain accessibility of library materials by checking out & returning library materials
* properly maintain a quiet environment while in the facility
* abide by the Code of Use and Conduct

**General Prohibitions**

* Users must be engaged in activities associated with the appropriate and permitted use of the agency while in the building. Loitering is prohibited.
* Users must not interfere with an employee’s performance of his/her duties.
* Children under eighteen (18) must be accompanied by an adult when using the resources of MLC. Parents or guardians are responsible for the conduct and safety of the children.
* Smoking and the use of any tobacco product within the facilities or within 20 feet of the entrances of the facility are prohibited. Users who wish to use tobacco must do so in designated areas.
* No animals, except those used to assist individuals with disabilities, are allowed in the facilities.
* Demands on phones lines will be restricted to emergencies – such as requests for hospital or ambulance services.
* Users will be paged only in case of emergency.
* MLC does not have facilities for the secure storage of personal property of users and will not under any circumstances take responsibility for such property or take responsibility for theft of personal property in the facilities.
* MLC reserves the right to request users to open any bags, purses, packages for anti-theft inspection.

**Disruptive Behavior**

Behaviors or activities which are incompatible with the use of the facility or infringe upon the rights of other users are prohibited. Prohibited activities and behaviors include, but are not limited to:

* Entering the facilities without a shirt or shoes
* Soliciting users or staff for donations, purchases, etc.
* Buying or selling goods or services of any kind
* Distributing materials, petitions, or conducting surveys to users & staff
* Interfering with another person’s use of the facility or with staff performance of duties
* Abusing, intimidating or threatening other users or staff
* Creating disturbances with loud talking or excessive noises
* Disruptive use of cell phone or other electronics
* Using audible radios or other sound generating devices
* Using obscene, profane, suggestive, or abusive acts and/or language
* Engaging in any sexual activities, including harassment or indecent exposure
* Consuming or being under the influence of alcohol or illegal drugs
* Carrying unauthorized firearms or other weapons of any kind
* Fighting or other rowdy behavior
* Disturbing others with strong odors, e.g. perfumes or unsanitary personal bodily hygiene
* Moving the furnishings, standing on or putting feet on any of the furnishings or walls
* Bathing, shaving, washing clothes, or otherwise misusing restrooms
* Refusing to leave the facilities in a timely fashion at closing

**Damage to Materials, Property & Equipment**

Activities or behaviors which will damage property, equipment or collections as defined by vandalism is prohibited. Prohibited activities and behaviors include, but are not limited to:

* Damaging, mutilating, or otherwise destroying library materials (*Mississippi Code of 1972, Revised*, §39-3-301 – §39-3-313 (Library Materials Security)
* Cutting, tearing, defacing, or intentionally damaging the facilities and furnishings
* Maliciously accessing, altering, damaging, tampering with, or destroying any computer, program, or other equipment

**Consequences of Failure to Comply With the Code of Use and Conduct**

If you are confronted with the violation of any of these rules, please inform a staff member immediately. The rules will be courteously, but firmly, enforced by the staff. Failure to comply with this code of use and conduct may result in one or more of the following actions:

1. The individual(s) may be instructed to leave the premises.
2. The individual(s) may be immediately suspended from use of MLC’s resources.
3. The individual(s) may be subject to enforcement by security personnel and/or the police department.
4. Repeated violations of the rules of conduct may result in suspension of services and/or denial of access to the Library Commission.

**Liability:**

The Library Commission is not responsible for damages, direct or indirect, or for any liability that may arise from any user’s use of the agency’s library resources.