


<b>POL-LIB-2022-01</b>	<b>Issue No: 1.0</b>	<b>April 28, 2022</b>
Prepared By: <b>Margaret M. Neill</b> <b>Library Administrator</b>	Page 1 of 8	Approved By: <b>Library Advisory Board</b> 
<b>LIBRARY USE POLICY</b>		

Thomas Branigan Memorial Library's mission is to provide a variety of services, resources, and materials to the public to encourage a life-long love of literacy and learning. To ensure that the Library is a safe, open community space, guests are expected to follow the library use policies as outlined below. This policy revokes any prior policies made by the Library on these issues.

***Library Non-Discrimination Statement***

Thomas Branigan Memorial Library does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, housing status or military status, in any of its activities or operations.

***Land Acknowledgement Statement***

Today, in Las Cruces, New Mexico, we are on the ancestral and current homelands of the Warm Springs Apache of the Chiricahua Apache Nation, the Mescalero Apache, the Piro, Manso, Tigua, Tortugas Pueblo, and the Mexica. We are in the Chihuahuan Desert below the Organ Mountains and along the Rio Grande River, the lands and waters that sustain us. We acknowledge these lands and encourage you to learn more about and support the work of their original and current caretakers.

This policy contains the following sections:

**2022-01.01: Library Guest Behavior**

- General Guest Behavior
- Service Animals
- Unattended Minors

**2022-01.02: Facility Use**


- Room Use
- Security Cameras
- Filming and Photography

**2022-01.01: Library Guest Behavior**

General Guest Behavior

To ensure the security and comfort of library guests and staff, the following behavior is prohibited:

- Harassing other guests or staff
- Defacing library property

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- Eating food and/or leaving food waste and trash on tables, in common areas, etc.
- Leaving personal items unattended in the building
- Loud, disruptive talking, screaming, or yelling
- Disruptive or inappropriate behavior (including but not limited to being visibly intoxicated, indecent exposure, sexual harassment, etc.)

Library staff have the right to:

- Issue warnings to disruptive guests
- Require disruptive guests to leave the building
- Limit use of library facilities or property
- Require an individual to return to the Circulation Desk if the security alarm is triggered and check for materials that have not been checked out.

The Library will not store, hold, or watch guests' personal belongings. The Library is not liable for loss or theft of personal property.

Covered beverages are allowed in the Library. Uncovered beverages and/or food is not allowed in the Library.

If guests refuse to abide by staff or security officers' instructions or if any illegal activity is discovered on the premises, Library staff will call the police.

### **Service Animals**


Branigan Library recognizes guests with disabilities may have service animals which are trained to assist or accommodate a person with sensory, mental, or physical disabilities. The Library follows the Americans with Disabilities Act (revised 2010) guidance on service animals.

The ADA defines a "service animal" as a **dog** that is individually trained to do work or perform tasks for people with disabilities. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the Americans with Disabilities Act. <sup>1</sup>

**A service animal must be under the control of its handler.** Under the ADA, service animals must be harnessed, leashed, or tethered, unless the individual's disability prevents these devices, or these devices interfere with the service animal's safe, effective performance of tasks.

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<sup>1</sup> ADA 2010 Revised Requirements: Service Animals ([https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm))

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**When it is not obvious what service an animal provides, only limited inquiries are allowed. Library staff may ask two questions:**

(1) Is the dog a service animal required because of a disability, and (2) what work or task the dog has been trained to perform? Staff will not ask about an individual's disability, require medical documentation, require a special identification card or training documentation, and staff will not ask for the dog to demonstrate its ability to perform a task.

A person with a disability will not be asked to remove their service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or, (2) the dog is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to receive services without the animal's presence.

Library staff are not required to provide care for or supervise a service animal.

**Miniature Horses**

ADA regulations have a separate provision for miniature horses that have been trained to do work or perform tasks for people with disabilities. Miniature horses, as defined by the ADA, generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds. Entities covered by the ADA must modify their policies to permit miniature horses where reasonable.

**Unattended Minors**

Responsibility for the welfare and behavior of children in the Library rests with the parent/legal guardian or assigned caregiver. Library staff does not provide care for or supervision of children in the facility.


Children eight (8) years of age or younger must be accompanied by a parent/legal guardian or assigned caregiver at all times. This means that a caregiver must maintain a line of sight with the child during the entire visit to the Library.

Children ages nine (9) or older may be left unattended provided they are mature enough to stay alone and follow Library behavior policies and staff directions. Disruptive children will be required to leave the Library.

Unattended children in violation of this policy will be considered endangered and staff will refer them to the Las Cruces Police Department for intervention or other appropriate action.

**Medical Emergencies**

Unattended children who experience a medical emergency are not the responsibility of Library staff. When staff recognize or are notified of a medical emergency, they will immediately request

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emergency assistance. Staff will not assume any responsibility for the treatment or transport of a child in medical distress. Staff will attempt to notify the parent/legal guardian or assigned caregiver of the emergency. If staff are unable to reach a responsible party, the matter will be referred to the Las Cruces Police Department for intervention or other appropriate action.

**Library Closing**

If the Library is closing and the parent/legal guardian or caretaker of an unattended child cannot be reached, Library staff will contact the Las Cruces Police Department. Staff will remain with the child until police assume custody.

**2022-01.02: Facility Use**

**Room Use**

Branigan Library provides access to meeting rooms and study rooms to the public at no cost. Meeting rooms are prioritized for Library events first, City of Las Cruces and other governmental agencies second, and then all other groups. Depending on availability, non-profit groups, community, civic and cultural organizations may reserve a meeting room at no charge for any event that is free and open to the public.

Branigan Library does not permit for-profit organizations to reserve rooms for sales or private events.


Branigan Library does not endorse or condone any of the viewpoints and opinions expressed during non-Library events. The Library does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, housing status or military status, in any of its activities or operations.

The Library reserves the right to deny a meeting room request or revoke a reservation at any time.

**Study Rooms**

Study Room 1 and Study Room 2 can be reserved by contacting Reference staff in person, over the phone or via email. Reservations are on a first come, first-serve basis. Rooms will be held for 15 minutes. If a guest does not arrive within that time, the room will be released to the next person.

Study rooms are only available during the normal business hours of the library. The rooms can hold between 1 and 3 people at a time.


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### Meeting Rooms

The Library has several rooms available for reservation and use. The Board Room and the Roadrunner Room are all located on the second floor. Each room has different capacity levels and presentation technology such as projectors, microphones, screens, etc. The public may reserve a room by contacting the Administrative Assistant or using the Library's reservation calendar on the website: [library.las-cruces.org](http://library.las-cruces.org). The Computer Classroom is for the Library or other City Department use. Any exceptions must be approved by the Library Administrator.

#### Criteria for Use:

- All meetings and programs must be free and open to the public. The rooms cannot be used to sell products. The Friends of the Library are exempt from the sales rule, per an agreement with the Library.
- Meeting room users must ensure that all programs, services, and activities are accessible to, and useable by, persons with disabilities in accordance with the Americans with Disabilities Act, including but not limited to equal opportunity to participate and benefit, effective communication for persons with speech, hearing or other impairments, the provision of reasonable modifications and/or accommodations and shall adhere to the City Manager Policy 4.3-ADA Public Communications Policy.
- Groups are advised to provide at least 48 hours' notice to reserve a room. In the event of a meeting cancellation, the group organizer must notify the Library as soon as possible. Failure to notify of a cancellation may result in meeting room privileges being revoked.
- The maximum capacity for all rooms is set by City Fire Code and must be strictly enforced.
- Food and beverages are allowed on a case-by-case basis. Groups bringing in food and drinks must ensure that all leftover food and trash is picked up and thrown away in designated trash receptacles. Alcoholic beverages are not allowed.
- Due to high demand, groups may reserve a room no more than twice a month and no more than three months in advance.
- Groups must request any additional equipment (projector, podium, screen, etc.) when making the reservation. Items not requested during the reservation process may not be available at the scheduled meeting time.
- Room set-up is not provided by Library staff.
- The Library does not provide office supplies, telephone service, copy service or computers to outside groups using the meeting rooms. Groups can use the projectors or sound systems but are not allowed to change settings.
- The Library will not provide personnel or resources to advertise, greet, direct meeting attendees, or assist in handling exhibits or other materials needed by groups using the meeting rooms.
- The Library is not responsible for items lost, stolen or damaged.
- Groups must clean up after their event and leave the room as it was found.

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- Rooms can only be used during operating hours. Library staff will not stay after closing or open early to accommodate meetings. All meetings must end 30 minutes before closing time and be vacated.
- The ability to rent a room will be revoked if the above rules are not followed.

### **Security Cameras**

Branigan Library has security cameras throughout the facility to maintain a safe environment for guests and staff.


- Cameras are not installed in areas where guests have a reasonable expectation of privacy such as restrooms and private offices.
- Cameras are not positioned to identify a person's reading, viewing, or listening activities in the Library.
- Cameras are installed in public areas and outside of the facility. Staff do not monitor the footage regularly and guests should still take reasonable precautions to protect their personal property and safety. Neither the Library nor the City of Las Cruces is responsible for loss of property or personal injury.
- Access to camera feeds and footage is restricted to specific staff members.
- Public requests for video footage must be made through the Office of the City Clerk via a public records request. Library staff cannot provide access to video footage to the public.
- Video footage and photos obtained through the video monitoring system will be released as necessary or in response to search warrants, court orders, law enforcement requests or to forestall the imminent escape of a suspect or destruction of evidence.
- Technical glitches are beyond the Library's control and may result in recordings not being available.
- Recordings are retained by the City and Library for 30 days. As new images are recorded, the oldest images will be automatically deleted.

### **Filming and Photography**

Branigan Library permits filming and photography in the facility under the following conditions below.

#### **Amateur Use**

- Casual, amateur photography or filming is permitted in public and program areas of the Library.
- The photography or filming cannot interfere in any way with Library operations or capture any identifiable likenesses of individuals without their permission.
- Photographers are responsible for obtaining all necessary releases and permissions from persons who are filmed or photographed.
- Non-City employees may not take a photo or film minors without the consent of their parents or legal guardians.

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- Images are not to be used for any commercial purposes.


**Media**

- Members of the media should coordinate with the City’s Public Information Office for filming or photography.
- Members of the media should inform staff when they arrive that they will be filming or taking photographs. Photographers and videographers are responsible for obtaining all necessary releases and permissions from any persons filmed or photographed.
- The photography or filming cannot interfere in any way with Library operations or guest usage of the facility.

**Library Use**

- Branigan Library will use staff-produced images or videos of library programs, events and activities to advance the mission of the Library.
- By attending programs, events, or activities, guests are consenting to being photographed or recorded without compensation.
- The reproduction or use of photographs and videos taken by Library staff during programs, events or activities is allowed.
- Participants may request, in writing, that their image or the image of their minor children not be used by the Library for any purpose.

<b>PEER REVIEW</b>	
Title: Library Administrator Name: Margaret M. Neill	Title: Library Manager Name: Brita Sauer
Title: Library Manager Name: Steven Haydu	Title: Library Supervisor Name: Colleen Corgel
Title: Senior Librarian Name: Amy Spangler	Title: Senior Librarian Name: Tracee Waters
Title: Librarian Name: Deanna Duffy	Title: Librarian Name: Todd Baker
Title: Senior Library Assistant Name: Kelly Miller	Title: Library Assistant Name: Trinidad Jasso
Title: Administrative Assistant Name: Dan Carrillo	Title: Senior Office Manager Name: Ginger Barela
Title: Quality of Life Director Name: K. Lynn Gallagher	Title: Quality of Life Deputy Director Name: Rebecca Slaughter

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<b>LIBRARY ADVISORY BOARD REVIEW</b>	
Title: President Name: Maryann Hendrickson District: 6	Title: Vice-President Name: Stephen Jones District: 1
Title: Secretary Name: Teresa Valenzuela District: 4	Title: Member Name: Patricia Gallegos District: 2
Title: Member Name: Jennifer Kreie District: 5	Title: Member Name: Erin Wahl District: Member at Large
Title: Member Name: VACANT District: 3	

<b>UPDATES</b>			
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