

Montana State Library Commission Policy

Code of Conduct

The Montana State Library provides for the discovery and access to valuable information resources including Montana State Publications as well as information about the Geography, Biology, and Natural Resources in our state. We have staff on hand to help patrons identify and access materials important for their needs. The State Library also provides technology resources, including public access computers, available for patrons who seek access to digital collection and resources.

The Montana State Library wishes to create a safe and pleasant environment for all library patrons and staff. To ensure a positive experience for our users of the Reading Room, the Montana State Library requires all patrons to comply with the State of Montana **Conduct and Use Policy for State Space and State Grounds in Helena**. That document is available online at:

<https://montana.policytech.com/dotNet/documents/?docid=779&public=true>.

To further ensure a comfortable space, the Montana State Library also asks that patrons respect and follow the MSL Code of Conduct. Patrons shall:

1. Properly use library materials. Patrons may not remove library materials from the library without proper authorization.
2. Properly attend to all personal items. The library is not responsible for lost or stolen personal items. Staff may remove items left unattended longer than 30 minutes..
3. Use Public Access Computers in a manner in keeping with the computer use policy.
4. Respect and comply with all reasonable requests of library staff members.

Patrons shall not:

1. Consume food in the library.
2. Sleep in the library.
3. Be under the influence of alcohol or controlled substances while in the library.

Staff may ask patrons who do not comply with this code of conduct to leave the library. If a patron refuses to leave the library when asked, library staff will summon capitol security. Serious or repeated violation of any of these rules may result in the patron being banned from the library. Bans may be appealed to the State Librarian.

If the library staff believe the actions of a person constitutes an immediate threat to patrons or staff, library staff will call 911 as outlined in the Justice Building Emergency Action Plan; no warning to the patron is necessary.