



<b>SUBJECT:</b>	Library		
<b>POLICY:</b>	901.1 Library Conduct		
<b>PROCEDURE:</b>	901.1.1 Conduct Warning Procedure		
<b>EFFECTIVE:</b>	April 2007	<b>REVISED:</b>	October2024
		<b>REVIEWED:</b>	

## 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, and disruption free 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. All library patrons regardless of identity or background are expected to follow the library’s conduct policies and procedures.

## Policy

To maintain a comfortable, safe, and disruption free learning environment in the library, the following conduct expectations are in place:

- 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 disruptive behaviors may result in a request to leave the library temporarily or permanently as defined in procedure 901.1.1
- Monitor your language use and be respectful of others using the space. Disruptive use of profanity will result in a conduct warning. Profanity, vulgar, or objectifying language directed toward another person will not be tolerated and will result in a permanent trespass from the library and Great Falls College MSU campus.
- Patrons must be fully clothed, including wearing a shirt or other upper-body covering; pants, shorts, skirt, or other lower body covering; and footwear.
- 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 people who act in ways that disrupt others or library facilities, or to people who do not follow campus policies and procedures.
- 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 as defined in procedure 901.1.1. If the patron is a student, the violation may fall under the Great Falls College MSU Student Conduct Code.

## Definitions

### Disruptive Behaviors

Disruptive behaviors are behaviors or actions that unreasonably interfere with any other person's ability to study, research, work, or engage with their peers in a disruption free academic and learning environment. Disruptive behaviors can be both intentional and unintentional and include, but are not limited to the following:

- **Harassing or Annoying Others:** Behaving in a manner which reasonably can be expected to disturb another person's enjoyment of the library such as taunting, provoking, touching, staring, following, or any other behaviors or actions that could disrupt another person's use of the library.
- **Causing Unreasonable Noise:** Causing disruptive, distracting, and or noise interruptions or disturbances that can reasonably interfere with another person's use of the library. This includes boisterous or unreasonably loud talking; unreasonably loud bodily noises; unreasonably loud monologuing; outbursts; yelling; engaging in unreasonably loud or prolonged phone calls or in-person conversations; taking phone calls or video calls on speaker phone; singing; whistling; humming; playing sounds on electronic devices including cell phones and computers at a level audible to others.
- **Profanity and Vulgar Language:** Talking loudly while swearing and frequent use of profane language at levels audible to others and that disrupts other people in the library.
- **Monopolizing library space:** Hindering, impeding, or preventing the movement of another person into, out of, or about any part of the library facility, such as blocking aisles, study areas, furniture, and walkways with your body or personal belongings. This includes any actions taken to prevent another person from using library facilities or services.
- **Aggressive and Threatening Behavior:** physically threatening the safety or wellbeing of another person; threatening the safety of the library facility and library property; making threatening gestures; throwing objects; slamming doors; pounding on surfaces; destruction of property; bullying; stalking; verbal or written threats to other persons or property; implicit threats ("you'll be sorry"); other types of intimidation; self-harm/injury; words and actions that cause others to fear for their personal safety.

### Related Manuals or Forms

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

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

[Enterprise IT Acceptable Use Policy](#)