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Patron Conduct Policy

I. Policy

The Guam Law Library is a nonprofit education corporation established by Guam law and governed by a Board of Trustees, which is statutorily mandated to provide for the security of the library. The examination of books and other publications of the library is free to all residents. The law library is Guam's only publicly accessible law library. It maintains a special role with respect to the provision of legal resources to the Judiciary of Guam and the Guam Bar Association.

All persons are welcome to use the library and its facilities and information resources during regularly scheduled hours. In order to protect the rights of all library patrons and the safety of library staff members, and in accord with relevant Guam law, the Guam Law Library Board of Trustees has adopted this Patron Conduct Policy.

II. Principles of Conduct

Patrons should be engaged in activities associated with the use of a law library while on library premises. These activities generally include researching and studying law and accessing information from electronic sources.

Patrons are required to observe the following principles of conduct so that the library's resources may be used and enjoyed by all:

1. speak in normal or quiet tones of voice;
2. respect the rights, persons and property of others;
3. respect the library facilities, equipment and collection;
4. respect library policy; and
5. refrain from actions which are not conducive to researching law and the enjoyable use of the library.

III. Prohibited Activities

The following activities and behaviors are **prohibited** in the Guam Law Library

1. Smoking
2. Eating (except in the break room or conference room)
3. Animals (except as permitted by law)
4. Sleeping
5. Loud talking or noise. Courtesy phones should be used with quiet tones of voice and calls should be limited in length
6. Cell phone calls (take calls outside the library)
7. Abusive, threatening, harassing or insulting language to anyone in the library. Superior Court Marshals or Guam Police will be called if necessary.
8. Criminal or improper acts. Superior Court Marshals or Guam Police will be called if necessary.

9. Fighting or challenging others to fight
10. Being under the influence of alcohol or drugs
11. Defacing, marring or altering library materials, property, equipment or computer systems
12. Defacing or inappropriate using restroom facilities
13. Interfering with library staff in the performance of their duties
14. Having bodily hygiene so offensive as to constitute a nuisance to others
15. Being in the library without a shirt or footwear
16. Displaying images deemed inappropriate to a library setting
17. Violation of computer usage policy.
18. Activity prohibited by law or other disruptive conduct at the discretion of the Executive Director.

Patrons in possession of prohibited items, or who are behaving in a prohibited manner, will be shown the Patron Conduct Policy and asked to cease the infraction.

Patrons who do not cease the infraction when asked to do so by a staff member may be required to leave the building; denied the use of the library's materials or equipment; and/or banned from re-entering the library.

Patrons who disagree with these actions may request a meeting with the Library Board of Trustees.

Approved by the Executive Director on November 15, 2010 and Ratified by the Board of Trustees on January 7, 2011.