



USE OF FACILITIES

The use of the Library facilities, materials, and services shall be extended equally to every member of the community within the framework of all applicable federal, state, and local legislation and within the American Library Association's *Library Bill of Rights* and its *Interpretations*.

Hewitt Public Library welcomes members of the public whether they live within the boundaries of the City of Hewitt, the County of McLennan, or further abroad. While many of HPL's services are free and available to the public, HPL reserves the right to restrict certain services to registered cardholders, assess a fee for use of rooms by for-profit groups, limit certain activities while on the premises, and monitor patron conduct.

The Library is the property of the City of Hewitt, and each Library user is expected to exercise reasonable care in the use of Library facilities, keeping in mind an obligation to fellow citizens who use the same facilities.

Hours of Operation

- I. The Hewitt Public Library will be open to the public for a minimum of 58 hours per week. The Library Director, with permission from the City Manager, will determine the days and daily hours of operation. Regularly scheduled hours of operation will be set based on the needs of the community, funding availability, and staff requirements.
- II. The Library will close on holidays established by the City Manager and at other times deemed necessary by the Library Director, with the approval of the City Manager.
- III. Except in case of emergencies, notice of closings will be posted in the Library locations and on the Library's website and social media channels.

Code of Conduct

The Hewitt Public Library encourages people of all ages to visit the Library. Those using the Library and its resources have the right to expect a reasonably quiet, clean, safe, and comfortable environment that supports a contemplative atmosphere and appropriate Library services. In order to protect these rights, the users of the HPL are expected to comply with the Code of Conduct.

The Code of Conduct applies to all Library premises, including buildings, interior and exterior, and all grounds controlled and operated by the HPL. The Code of Conduct applies to all individuals entering the Library and who are on the Library premises.



- I. Any person will be required to leave the Library premises if the person:**
 - A. Commits or attempts to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance;
 - B. Is under the influence of any controlled substance or intoxicating beverage;
 - C. Possesses, sells, distributes, or consumes any alcoholic beverage, except as allowed at a Library-approved event where the person is legally authorized to sell, distribute, or consume alcoholic beverages.

- II. Any person may be asked to leave the Library premises if the person:**
 - A. Engages in conduct that disrupts or interferes with the normal operation of the Library or that disturbs Library staff or individuals. Such conduct includes, but is not limited to, abusive or threatening language or gestures, unreasonable loud or boisterous physical behavior, talking or noise;
 - B. Intentionally destroys, damages, or defaces any equipment or property belonging to the Library or another individual;
 - C. Solicits, petitions, or distributes written materials or canvases for political, charitable, or religious purposes in the Library, including the doorway or vestibule of the Library building(s) or in a manner on the Library premises that unreasonably interferes with or impedes access to the Library;
 - D. Solicits money or donations, or sells merchandise or services, in or on the Library premises without prior authorization from the Library Director;
 - E. Interferes with the free passage of Library staff or individuals in or on the Library premises;
 - F. Fails to maintain control of personal belongings or leaves belongings unattended, allowing personal belongings to block access to Library materials or equipment, or by allowing belongings to interfere with a Library staff member or individual's use of the Library;
 - G. Uses, stores, or parks bicycles, skates, roller blades, skateboards, motorized or non-motorized scooters and shopping carts (except for motorized ADA assistive devices, wheelchairs, walkers, and strollers) on Library premises. Bicycles must be parked in designated areas;



- H. Operates roller skates, skateboards, or other similar devices inside the Library building(s), including, but not limited to, vestibules or covered doorways;
- I. Smokes or uses tobacco products in or on Library premises, including vapes and e-cigarettes;
- J. Brings animals in or on Library premises, other than those assisting individuals with disabilities or for the purpose of Library-approved events or programs;
- K. Violates the Library's Internet and Computer Use Policy. Certain violations of the Library's Internet and Computer Use Policy may also constitute a violation of federal, state, or local criminal statutes or ordinances;
- L. Sleeps, or gives the appearance of sleeping, in or on Library premises in a manner that interferes with Library operations or another individual's Library experience;
- M. Improperly uses Library restrooms, including but not limited to, washing or drying clothes, bathing, or shaving;
- N. Moves Library furniture from where it is placed by Library staff;
- O. Uses personal electronic equipment at a volume that disturbs others, including, but not limited to, cellular telephones, computers, tablets, stereos or Bluetooth speakers, gaming devices, and televisions;
- P. Leaves one or more children under the age of 12 who reasonably appear to be unsupervised or unattended anywhere in or on the Library premises;
- Q. Fails to wear shoes or shirts at all times on the Library premises, with exceptions made for children under the age of three years old in strollers, carriers, infant seats, or other carrying devices;
- R. Uses photography, film, or television equipment in or on the Library premises, without prior authorization from the Library Director, that disrupts library operations or the reasonable privacy of others.

Library staff may reasonably interpret the Code of Conduct and issue warnings at their discretion. Individuals who violate any item of the Code of Conduct while in or on the Library premises may receive a maximum of two warnings, unless the infraction requires immediate removal. If the individual refuses to leave, or if Library staff have reasonable



concern for personal safety or the safety of others, the violator will be immediately reported to the appropriate law enforcement agency and escorted away.

Any individual removed from the Library may lose all Library privileges for a period of up to six months; removal from the Library a second time may result in a loss of Library privileges for a period of up to 12 months; removal from the Library a third time may result in loss of Library privileges for a period of up to 24 months.

Loss of Personal Belongings

The Library and Library staff will not be responsible for any loss of personal belongings while on the Library premises, including any items deposited into a book drop location. Library staff will make reasonable efforts to keep items of value safe until the end of business on the day the items are discovered. Items of value not retrieved will be given to the Hewitt Police Department. Other items may become property of the Hewitt Public Library and may be subject to disposal.

Supervision of Minors

Parents and caregivers are responsible for the behavior of their child/children whether or not the parent or caregiver is present. Library staff cannot function as caregivers. The Library is not equipped, nor claims responsibility or liability for, short- or long-term childcare.

Children under the age of 12 must be accompanied by a parent, legal guardian, caregiver, or other responsible adult aged 18 or older during their visit to the Library. These adults are responsible for their children and must supervise, guide, and control their children's behavior while on the Library premises.

Teenagers over the age of 12 may use the Library on their own provided they comply with the Code of Conduct. However, teenagers remain the responsibility of their parents, legal guardians, or caregivers and should have emergency contact information available.

Parents, guardians, or caregivers may be asked to leave the Library in accordance with the Code of Conduct if Library staff reasonably interpret that an unattended or under-attended child:

- Engages in disruptive or inappropriate behavior;
- Presents as a danger or threat to self or others;
- Appears to threaten, bully, or intimidate others;
- Appears severely ill or upset.

Children and teenagers should not visit the Library without a reliable mode of transportation and an emergency contact available. If a parent, guardian, or caregiver



cannot be reached due to building closure or emergency event, Library staff may contact law enforcement.

Study Rooms

The Hewitt Public Library provides three study rooms for public use.

The highest priority for use of any Library space will be given to Library- or City-sponsored programs and functions which further the goals of the Library. The HPL reserves the right to change, cancel, or revoke the use of its rooms. If changes or cancellations are necessary, the HPL will provide the affected group with as much notice as possible.

No Library space will be available for social or commercial purposes, fundraising, sale of items, or for-profit individuals or businesses with the following exceptions:

- Programs, events, or sales conducted by the HPL Advisory Board or Friends of the Library, with proceeds directly benefitting the Library;
- Sale of material directly related to Library-sponsored programs, which has received prior authorization from the Library Director;
- Programs, events, or sales conducted by the City of Hewitt;
- Other City Manager designation.

Permission for a group or organization to meet in the Library in no way constitutes endorsement, support, or co-sponsorship of the activities that take place in the meeting room, or of the policies or beliefs of that group or organization, by the Hewitt Public Library or the City of Hewitt.

Groups requesting the use of Library space must adhere to the following guidelines:

- A. Groups are required to set up for their meetings, return furniture and equipment to its original location, and leave the space clean and in good condition.
- B. Meetings disruptive of normal Library use will not be permitted. Individuals attending meetings on Library premises are subject to all Library rules and regulations (see Code of Conduct).
- C. Non-profit groups may advertise in designated locations with approval from the Library Director, but no other advertisements, circulation of petitions, solicitations, or recruiting will be allowed on the Library premises.



- D. Any promotional materials, pictures, publicity, or paid advertisements by groups using Library space must include a statement indicating that the program or activity is not sponsored, co-sponsored, or endorsed by the Hewitt Public Library or the City of Hewitt.
- E. Attachments to the ceiling, walls, floors, or furnishings are not permitted.
- F. Groups failing to comply with any part of this policy or its established procedures may be asked to cancel their meeting and may be denied further use of Library space.
- G. Groups or individuals may not charge admission fees or pre-registration fees to individuals for programs or meetings held in Library space.
- H. The Library, in whole or in part, may not be rented or used for social events or parties.
- I. Rentals are not permitted for the purpose of promoting a business or for any sales purpose.
- J. The renter agrees to obtain the relevant licensing permission when showing a film, playing music, or presenting other copyrighted material.

Reservations may be made by speaking with Library staff in person, by phone, or by email. Reservations are subject to:

- A. No more than eight individuals occupying a study room space.
- B. Up to two hours of use per day during the Library's normal operating hours. Rooms must be vacated 15 minutes prior to the Library's closing.
- C. Reservations made no more than three (3) consecutive days in a row, four (4) days total in a week, and/or 60 days in advance.
- D. Additional time only as allowed on a case-by-case basis. Students taking proctored exams may be allowed additional time if arrangements are made at least seven days in advance.

Display of Posters, Pamphlets, & Flyers

Hewitt Public Library operates as a public forum open to all members of the community, regardless of age, race, sex, ideologies, religion, or other personal factors. Use of the



Library space to display posters, pamphlets, and flyers for the purpose of promoting information unrelated to HPL programs and services is available on a first-come, first-served basis on bulletin boards or spaces specifically set aside for this purpose.

I. Preference will be given to materials that:

- A. Offer educational, recreational, or governmental services at free or reduced costs;
- B. Promote community engagement and/or literacy initiatives;
- C. Advertise other community resources or forums that benefit the public good.

II. Posters, pamphlets, and flyers may not contain or promote:

- A. Offensive or vulgar language or imagery;
- B. Patent mis- or disinformation that may negatively affect others;
- C. Political candidates or campaigns relating to local, state, or federal legislation;
- D. Information that directly goes against Hewitt Public Library's Mission, Vision, and Values.

All materials submitted for display are subject to approval by the Library Director and will be labelled with a posting date and a removal date. Out-of-date materials or materials that go against the above criteria will be removed immediately.

Exhibits

The Hewitt Public Library welcomes the opportunity to allow community groups, organizations, or individuals to use designated Library space for various exhibits. Exhibits may be restricted to subjects that are educational, cultural, civic, or recreational in nature rather than for commercial purposes. Acceptance of an exhibit by the Library does not constitute an endorsement by the Library of the group's or individual's policies or beliefs.

It is the responsibility of the exhibitor to set up and remove the exhibit. Exhibits will be scheduled for a period of one calendar month to begin with the first working day of the month and to end with the last working day of the month. Exceptions must be approved by the Library Director.



The Library is not responsible for any item exhibited. The Library cannot provide storage for the property of organizations or individuals exhibiting in the Library. Exhibits that would tend to incite or produce imminent lawless action, are obscene, are obviously false or contain misleading information, are defamatory, or are purely commercial advertising will not be displayed.

Concerns, questions, or complaints about exhibits displayed in the Library should be referred to the Library Director.

*Endorsed by the Library Advisory Board on January 29, 2024
Revised "Study Rooms" on 3/14/25*