



Expanded Access Terms & Conditions

Expanded Access to Library facilities is available for any Mesa Public Library member who meets the following requirements:

- Has a library account in good standing, see circulation guidelines.
- Presents valid photo ID (e.g. Driver's License, Student ID, etc.).
- Is 18 years of age and older.
- Children under 18 must be accompanied by a parent or guardian at all times and the parent or guardian will be considered the main user.
- Completes the Expanded Access Terms & Conditions Form.
- Upholds the Expanded Access User Agreement.

Terms & Conditions. Please read carefully:

By registering for Expanded Access, you acknowledge and agree to the following terms and conditions of use.

- I agree to comply with all Mesa Public Library policies and guidelines including the Expanded Access User Agreement.
- I accept responsibility for the space, equipment, and furniture in the building during my access time.
- I am aware that library staff may not be present.
- I understand that I am not permitted to give my library card to any other person to use Expanded Access services under my name.
- I understand that I may not open the library branch to non-registered Expanded Access customers, other than minor children.
- I understand that I am responsible for any minor children I bring into the building and will not leave them unattended.
- I understand that the Expanded Access hours are subject to change.
- I understand that restricted staff areas are off limits to the public under all circumstances.
- I understand that the space is monitored by security cameras.
- I understand that I need to report non-emergency issues or concerns to the library by calling 480-644-3100.
- I understand that I need to call 911 in an emergency.

- I understand if I witness any violence or aggression from another customer, I will remove myself from the situation and call 911.
- I understand that I will immediately report any concerns or 911 contact to Library staff.
- I understand that access may be revoked at any time for violating library policies, guidelines or the terms and conditions of use.
- I agree to release the Mesa Public Library and the City of Mesa and all of their employees, officials, representatives from any and all claims of injury, loss, or damage to me or my family members including any of my children accompanying me or my property, arising due to my attendance at the library branch during extended hours.

I understand the **Expanded Access** Terms & Conditions and agree to abide by them.

Library Card Number

Phone Number

Email

Customer Name (Please Print)

Customer Signature

Date

I am 18 years of age or older

Expanded Access User Agreement

The City of Mesa has a duty to ensure that its libraries are used in a responsible and safe way. This agreement defines the expected behavior of those using libraries during unstaffed hours. By registering as an Expanded Access user, you agree to abide by this user agreement.

- If you intend to use Expanded Access at any location, please make sure you are aware of the Expanded Access procedures and library code of conduct.
- All customers using Expanded Access are required to complete online training before agreeing to terms of service.
- You should only enter and leave the library via the entrance where the Expanded Access keypad is located.
- If you are concerned that someone may follow you into the library, do not enter.
- All customers must use their own library card to enter the library – Allowing others to enter the building with you may result in you losing your Library privileges.
- Do not pass your library card or PIN on to anyone else.
- Do not open the door to anyone while you are in the library.
- If entering with minor children, an adult will have to use the access panel and the family will need to enter together.
- Each adult within the party must use their own Library card for entry.
- Please be aware there are cameras installed throughout the space.
- Please do not leave your personal belongings or devices unattended.
- Minor children must not be left in the library without their parent or guardian.
- Do not enter any restricted areas or make use of any staff equipment.
- In the case of an emergency, immediately report the incident to 911.
- There will be loudspeaker announcements informing you when Expanded Access hours are ending.
- Exit the building at the designated entrance/exit only. Use of emergency exits should only be used in case of emergency.
- Please leave the building when Expanded Access hours end and take all your belongings with you.
- If you have any concerns about the use of the library while you are present, please let us know immediately of the incident.

In case of emergencies:

- Please dial 911 for emergency services.
- You can use the emergency phone located near the front door.
- Do not remain in the building if you are in danger.

Mesa Public Library and the City of Mesa and all of their employees, officials, representatives are not responsible for any claims of injury, loss, or damage to me or my family members including any of my children accompanying me or my property, arising due to my attendance at the library branch during extended hours.

Library Code of Conduct

The City of Mesa wishes to foster a climate of respect, comfort and welcome within library facilities for all library customers and staff. Mesa public libraries are dedicated to facilitating learning, cultural enrichment, and the acquisition of knowledge through reading, writing and quiet contemplation. Our customers are an invaluable part of the community and should be able to enjoy the library facilities free from disruptive behavior, harassment, intimidation, and threats to health, safety and well-being; as such, all customers are required to behave in a manner consistent with this Code of Conduct.

- A. A responsible adult (age eighteen or older) must supervise any child under ten years of age while the child is in any section of the library. Staff are not responsible for the supervision of any customers at the library unless specified.
- B. Inside the library, each customer is limited to: (a) one bag, package, or container that can reasonably fit underneath a library chair; and (b) one personal item. A personal item is a small bag or case designed to carry personal possessions (examples: backpack, purse, briefcase or diaper bag). All items need to remain with the customer while they are in the library, should not be left unattended, and must be placed where they will not impede traffic.
- C. Smoking or other uses of tobacco or tobacco products, including electronic cigarettes, is not allowed.
- D. Selling, soliciting, posting or distributing any goods or services for money or other consideration is not allowed. Customers also cannot solicit for petitions or donations, or distribute flyers in a library facility.
- E. No animals, except service animals, are allowed in the library. A service animal is a dog or miniature horse trained to do work or perform tasks for a person with a disability.
- F. Eating is allowed in designated areas only. No food is permitted in the computer areas. All beverages must be in a container with a lid.
- G. The possession or use of alcohol or illegal drugs is prohibited. Being under the influence of alcohol or illegal drugs while in a library facility is also not permitted.
- H. Weapons are prohibited in a library facility, except for firearms by law enforcement officers. Weapons include: (1) deadly weapons (anything designed for lethal use, including a firearm); (2) impact weapons (examples: batons, clubs, and baseball bats); and (3) knives with blades longer than three inches. Storage is provided for deadly weapons pursuant to A.R.S. § 13-3102.01.

- I. Behavior which can be expected to disturb library customers or staff is not tolerated. Examples of such prohibited behavior include, but are not limited to:
 1. Disorderly conduct
 2. Verbal or physical fighting
 3. Loud or abusive language or noise
 4. Tablets, cell phones, computers or other electronic equipment used in a manner which disturbs other customers
 5. Sleeping in the library
 6. Being in the library without shoes or shirt
 7. Abusing or vandalizing library facilities, equipment or materials, including placing of feet or shoes on library furniture
 8. Personal hygiene so offensive as to constitute a nuisance to other persons
 9. Sexual misconduct or activity, including inappropriate or excessive public displays of affection
 10. Loitering or bathing in restrooms
 11. Harassment, intimidation, threats, or assault by word or act
- J. All customers must follow the library's policies, including the Internet Use Policy, and all laws while in the library.

Library and security staff are authorized to ask customers to leave the library facilities for any violations of this Code of Conduct. Police may be called if the actions of a customer are illegal or if the customer refuses to leave a facility after being asked to do so. Violations can result in the suspension of library privileges for up to one year, including the loss of borrowing privileges and access to library buildings.

When a violation is severe or repeated, or a customer is suspended more than twice for a violation of this Code of Conduct, this may result in permanent expulsion from all library facilities and revocation of library privileges. Appeals of any suspensions, revocations, or expulsions may be made to the Library Director, whose decision is final.