

The Margaret Havens Community Library

Policy and Procedures

The Margaret Havens Community Library strives for all citizens of The Stafford Community to receive a quality library experience. Stafford MSD has developed the following policies/procedures to ensure the comfort, safety, and serviceability of all patrons and staff.

SMSD has implemented rules and regulations for proper patron conduct. The staff is authorized to enforce these rules and may ask a patron to leave the premises for failure to comply with the established policies/procedures. Non-compliance may lead to a request from a police officer, possible legal action and/or criminal prosecution.

In general, behavior that violates the SMSD Student Code of Conduct and/or the law, interferes with the use and enjoyment of the library by others, and interferes with library staff in their performance of their duties, is **strictly** prohibited.

The Community Library is designated for use by SMSD Students, City of Stafford Residents and also Parents of LOE Students that attend SMSD. (Verification of address and student enrollment will be required).

The Margaret Havens Community Library Policy and Procedures Continued

1. Upon entering the Margaret Havens Library and Media Center, patrons are required to sign-in at the circulation desk.
2. All SMSD students must have their school identification badge on their person while visiting the library.
3. Students who are not in possession of their school identification badge will not be allowed to remain in the library.
4. SMSD residents and Parents of LOEs are required to have a form of a picture identification in their possession (i.e. driver's license, state issued identification, etc).

5. All Parents of LOE students **must** check in at the circulation desk, at which time, verification of their child's enrollment in a SMSD school will be conducted.
6. All SMSD residents and Parents of LOEs are required to obtain a visitor's badge.
7. All children under the age of **twelve** must be accompanied by a parent, adult caregiver, or an individual over the age of eighteen at all times while visiting the library.
8. The library is **not** responsible for personal valuables or belongings left in the library.

The Margaret Havens Community Library Policy and Procedures Continued

The following actions will **not** be permitted:

- Eating or drinking in the library, except as part of a program or reception
- Disorderly conduct or disruptive behavior
- Possession of alcohol, illegal drugs, or drug paraphernalia
- Smoking or the use of tobacco products
- Refusing to comply with the SMSD Code of Conduct
- Violation of the SMSD Internet Acceptable Use Policy
- Public health codes must be observed; library users must be fully clothed and wear shoes; bare feet are not allowed
- Solicitation of any kind, including that for charitable organizations
- The distribution of unauthorized materials; Materials must be presented/submitted to Partners@staffordmsd.org prior to distribution
- Inappropriate use of library computers such as:
 - Damaging or altering computer hardware/software
 - Downloading or installing any programs or files
 - Accessing inappropriate websites
 - Violating copyright or trademark laws, software license agreements, or intellectual freedom rights

Margaret Havens Community Library and Media Center

Community Library Services

The Margaret Havens Library is dedicated to supporting our school and community with resources for education, information, entertainment, inspiration and opportunity. The library provides materials in a wide array of formats that will fulfill the patron's appetite for information. Our primary mission is to **Educate, Captivate, and Connect!**

- Online Resources
- College/Career Readiness Workshops
- Guest Speakers
- Game Night
- Technology Classes
- Story-telling
- Interview Skills
- Research Skills
- Health/Nutrition Workshops
- Parenting Workshops
- Student Organization Workshop