

Hazen Public Library Use Policy

Per ALA guidelines that allow for reasonable restrictions and ND Century Code 40-38-07: allows the board to make restrictions that render use of the library of the greatest benefit. The ALA specifically says to work within local laws.

This Acceptable Use Policy (AUP) outlines the acceptable use of the property and resources of Hazen Public Library. All employees, contractors, committees and affiliates are required to follow this policy when accessing and using Hazen Public Library resources and or property.

Brief & purpose:

The purpose of this AUP is to ensure the security, reliability, and privacy of Hazen Public Library resources and property. This AUP will ensure that any and all property use requests of Hazen Public Library will be presented to the board in person at a board meeting. Your request shall be turned down if the request is not made in adequate advance notice of your event. Board decisions on use of the property are final and will not be reconsidered.

Scope:

This policy applies to all users accessing Hazen Public Library resources and property, including but not limited to employees, contractors, visitors, and external partners.

1. The Hazen Public Library is a public facility built and maintained by the taxpayers of the city and by private contributions. It is used primarily for programs and services of the Public Library.
2. The library strives to minimize expenses for supervision, security, liability, utilities, etc., so that primary library services are not negatively affected. The Library will charge vendor fees if the library is charged extra fees for the services provided, i.e., electrical costs for plugging into library electricity.
3. Programs of an educational, informational, cultural, or civic nature to enhance the library's role as an institution which connects people with information are encouraged.
4. Vendor participation or admission charges are not allowed on library property.
5. Use of property does not constitute endorsement of the beliefs, viewpoints, policies, or affiliations of the user by the library board or staff.

6. All organizations shall comply with all relevant state and local ordinances to include all licensing and copyright requirements in regards to program content. Failure to comply with said ordinances and requirements will result in suspension and or revocation of privileges.

Rules:

1. Use of library property shall not restrict access to the library entrance ways, nor interfere with ADA compliance or put the library at risk of liability.

2. The area shall be left in a neat and orderly condition. Furniture shall be returned to its original arrangement. Charges for damage beyond normal wear will be assessed to the group that had the booking at the time of the damage.

3. Adult supervision (18+) shall be provided during the entire time of contracted use. Library staff cannot provide childcare services for the children accompanying adults who are using the property.

4. The library shall not be held responsible or liable for accidents, injury, or loss of personal property in the library or on library property.

5. Smoking including vaping and alcohol consumption, on library property are prohibited.

6. Refreshments shall be served but cooking is prohibited. Groups serving food are responsible for cleanup.

7. A group shall not use the library's address as its address. A group cannot keep belongings at the library without prior approval.

8. Library staff will not accept calls or relay messages to people attending events except in case of emergencies.

9. Failure to abide by these rules shall result in suspension and or revocation of privileges.

Prohibited use:

- Users shall not engage in illegal activities.
- Users shall not access, upload, or distribute offensive, threatening, or harmful content.
- Users shall not use IT resources for unauthorized commercial activities.

System and network activities:

- Users shall adhere to the CIPA (Child Internet Protection Act)

- Users shall not attempt to access data or accounts for which they do not have authorization.
- Users shall not introduce malicious software into the network.
- Users shall not perform any action that compromises the performance or security of Hazen Public Library or City of Hazen resources.

Confidentiality:

- Users shall protect sensitive and confidential information.
- Users shall not disclose confidential information without proper authorization.

Enforcement:

As written in this policy, any user found to have violated this policy will be subjected to disciplinary action, up to and including legal action. Any user found to be outside of City of Hazen regulations will be fined per City of Hazen policies.

Review and revision:

This AUP will be reviewed annually and shall be revised as deemed necessary by Hazen Public Library Board.

Adopted: September 10, 2025

Effective: September 10, 2025

Revised:

Agreement:

By accessing and using Hazen Public Library resources and property, you agree to comply with this AUP and all other related policies.

Purpose of use of library property and area that is going to be used and name of event:

Signature of Party representative: _____

Printed name of Party representative: _____

Address of Party: _____

Phone number: _____

Signature of Library Director or Library Board Member:

Printed Name of Library Director or Library Board Member:

Application Approved:

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Denied:

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Reason Denied:
