



Expanded Access Terms & Conditions

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

- Have 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 watch an orientation video 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 patrons and staff. Mesa public libraries are dedicated to facilitating learning, cultural enrichment, and the acquisition of knowledge through reading, writing and quiet contemplation. Our patrons are an invaluable part of the community and should be able to enjoy the library's programs, services, activities and facilities free from disruptive behavior, harassment, intimidation, and threats to health, safety, and well-being; as such, all patrons are required to behave in a manner consistent with this Code of Conduct. This Code of Conduct applies to all City of Mesa libraries and library properties. In addition to this Code of Conduct all patrons must abide by the library's policies, including but not limited to the [Policy for Use of the Internet](#), and comply with all laws while in the library or on library property. Any activity or conduct that is illegal or prohibited under state law or Mesa City Code is prohibited in the library and on library property.

Examples of unacceptable code of conduct inside the library¹ include, but are not limited to:

- A.** Leaving any child under twelve years of age unsupervised in any section of the library. Staff are not responsible for the supervision of any child at the library unless specified.
- B.** Bringing more than: (a) one bag, package, or container per person (the bag, package, or container must 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 such as a backpack, purse, briefcase, or diaper bag).
- C.** Leaving items unattended or placed where they will impede traffic.
- D.** Smoking or other uses of tobacco or tobacco products, including electronic cigarettes.
- E.** Selling, soliciting, posting, or distributing any goods or services for money or other consideration.
- F.** Having an animal except for a service animal. A service animal is a dog or miniature horse trained to do work or perform tasks for a person with a disability.
- G.** Having a beverage without a lid anywhere inside the library. Eating food in the computer areas or in other areas where food is prohibited.
- H.** Possessing or using alcohol or illegal drugs and being under the influence of alcohol or illegal drugs.

I. Possessing weapons 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.

J. Behaving or engaging in activities that disturb patrons or staff. Examples of prohibited behavior and activities 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, and other electronic equipment used in a manner that disturbs other patrons
5. Sleeping in the library
6. Wearing clothing that does not appropriately cover the upper and lower body. Not wearing shoes or adequate footwear
7. Abusing, misusing, or vandalizing library facilities, equipment, or materials, including placing of feet or shoes on library furniture
8. Personal hygiene that is so offensive as to constitute a nuisance to other patrons
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
12. Stalking or following any patron, staff, or security that causes that person to suffer emotional distress or reasonably fear that their property will be damaged or destroyed or that they or a family member is in danger or will be physically injured

Examples of unacceptable code of conduct outside the library on the library property² include, but are not limited to:

K. Leaving a child under twelve years of age unsupervised. Staff are not responsible for the supervision of any child on the library premises unless specified.

L. Smoking or other uses of tobacco or tobacco products, including electronic cigarettes within 20 feet of the library entrance or on any public patio.

M. Violating the [Library's Free Speech Policy](#).

N. Blocking or obstructing the sidewalk. Blocking or obstructing the ingress or egress of the library. Examples of items that may not block or obstruct these areas include but are not limited to shopping carts, shade structures, and tents.

O. Harassing, intimidating, threatening, or assaulting by word or act.

P. Stalking or following a patron or staff that causes that person to suffer emotional distress or reasonably fear that their property will be damaged or destroyed or that they or a family member is in danger or will be physically injured.

Staff and security are authorized to ask patrons to leave both the library and the library property for any behavior that does not comply with this Code of Conduct. Police may be called if the actions of a patron are illegal or if the patron refuses to leave the library or the library property after being asked to do so.

Violations can result in the suspension of the patron's library privileges, which include but are not limited to borrowing privileges; accessing digital resources; using the library, facilities, equipment, and materials; participating in library events; and entering on and accessing any library facilities and library property. The library uses a series of progressive disciplinary steps set forth in its enforcement procedures to determine suspension length. When a violation is severe or repeated, it may result in permanent loss of library privileges. A patron who has permanently lost their library privileges or has had their library privileges suspended may appeal the decision by submitting a written request to the Library Director within 30 days of being informed of their suspension or permanent loss of privileges. The Library Director's determination will be final.

Library Administration reserves the right to modify the length of a suspension based on administrative review or the outcome of a formal review process. Library patrons who wish to request a reasonable modification of this Code of Conduct because of a disability may contact Mesa Public Library Administration at (480-644-2739).

¹Library includes inside mobile library facilities and book mobiles.

²Property includes but is not limited to the land where the library building and structures and facilities are located, the parking lot and employee parking areas. A depiction for each library location is attached to the library's enforcement procedures.

Adopted 2/26/2025