



SUBJECT:	Library		
POLICY:	901.1 Library Conduct		
PROCEDURE:	901.1.1 Library Conduct & Policy Violation Warnings		
EFFECTIVE:	August 2024	REVISED:	REVIEWED:

Introduction and Purpose

Library conduct policies and procedures are in place to ensure that the library is a safe, comfortable, and disruption free learning environment for Great Falls College students, staff, and other library visitors. The following procedure has been put in place to address how conduct violations are addressed.

Conduct Warnings

When a conduct violation occurs, individuals will be notified verbally by a staff member that they are in violation of conduct expectations and policies. Individuals will be told specifically how they are in violation of conduct policies. A library staff member will request that the individuals address the violation promptly. If the individuals are unable to comply with conduct expectations and policies, they will be asked to leave the library premises for the day. These verbal warnings will be documented by library staff.

After receiving three verbal warnings that result in being asked to leave the premises, individuals will be permanently banned from the library facility and/or the Great Falls College MSU campus and may be issued an official No Trespass Notice and will not be permitted on college property. No Trespass Notices will be enforced by local law enforcement.

Student Employees

Student employees should notify a full-time staff member when a conduct violation occurs. If a full-time staff member is not available, student employees will refer the issue to security personnel or an Executive Council member.

Related

[Policy 600.2 Trespass Policy](#)