

# Memo

**To:** Jennie Stapp, State Librarian      **To:** Montana State Library Commission

**From:** Evan Hammer  
Digital Library Director

**Date:** March 16, 2017

**Re: Code of Conduct**

Staff requests adoption of a Code of Conduct for the MSL reading room.

Staff desires to create a positive patron experience for all users of the State Library and a positive work environment for staff. The proposed code of conduct clearly states expectations for patrons and gives staff the adequate support they need when they must address behavior concerns.

In consideration of the feedback from the State Library Commission about the draft code of conduct received during the December Commission meeting, staff have revised the code of conduct to clarify that patrons must follow State of Montana policies for use of State space and reframed the code of conduct in a positive manner.

Of additional note, staff kept the language regarding food in the reading room due to the lack of janitorial services to address any concerns.