

General Regulations

Biblioteca Publica de San Miguel de Allende AC

Definition of the Institution and Function of these Regulations

La Biblioteca Publica de San Miguel de Allende (La Biblioteca) is a nonprofit civil association.

Its activities, organization, and governance are regulated by its bylaws.

The governing body of La Biblioteca is its Board of Directors, which is made up of members of civil society elected by its General Assembly.

La Biblioteca belongs to the National Network of Public Libraries and is therefore governed by the General Law of Libraries issued by the Ministry of Culture.

The building in which La Biblioteca's activities take place, located at Calle Insurgentes 25, San Miguel de Allende, belongs to the Federal Government, and is therefore governed by the General Law of National Assets.

The purpose of these General Regulations is to inform users, staff, teachers, and all collaborators of La Biblioteca who make use of its facilities, about the applicable regulatory framework, as well as their rights and obligations regarding the use of the spaces and services offered by La Biblioteca.

All members of the Board of Directors, staff, teachers hired by La Biblioteca, and dedicated volunteers have the authority to remind, apply, and enforce the provisions of these regulations.

Chapter 1

Concept and Objectives of La Biblioteca

La Biblioteca is a comprehensive cultural center.

Its mission is to offer cultural and educational activities for the integration of the entire community.

The General Law of Libraries, in effect since 2021, declares that the integration, development, and preservation of public libraries, as well as their accessibility for the inhabitants of our country, are of public interest. It also states that the public library's purpose is to freely, democratically, and without prejudice on the basis of gender, sexual diversity, identity, nationality, race, or religion, provide access to its collection and complementary cultural services, allowing users to acquire, transmit, expand, and preserve knowledge in all areas of learning.

To fulfill its mission, La Biblioteca develops programs for the entire community. These include: the Reading Promotion Program, the Classes and Workshops Program, the Scholarship Program, and the Cultural Events Program.

Chapter 2

Library Staff

The updated organizational chart of La Biblioteca is available on its website (www.labibliotecapublica.org).

Staff activities must be directed toward fulfilling La Biblioteca's mission and programs.

Staff obligations include:

- a) Comply with the rules established in these Regulations.
- b) Disseminate and collaborate in the monitoring and enforcement of these rules.
- c) Show due respect and consideration to users.
- d) Maintain and improve the quality of services provided to the community.

Chapter 3

Facilities, Access, and Material Resources

These regulations apply to all spaces within La Biblioteca, accessible from its entrances at Calle Insurgentes 25 and Calle Relox 50A. Facilities include the Café, Teatro Santa Ana, Reading Rooms, Sala Quetzal, Main Courtyard, Restrooms, Offices, Bookstore, Classrooms, the Art Center, and all common transit areas, including sidewalks that constitute entrances and exits.

La Biblioteca's material resources include the building, documentary resources, furniture, tools, and equipment.

Access to the facilities is controlled by La Biblioteca staff.

Access to offices is restricted to staff and dedicated volunteers.

Access to classes, workshops, classrooms, and event spaces is limited to enrolled students or individuals with tickets.

Minors within the premises are the responsibility of their parents or guardians.

Anyone who damages furniture or facilities must cover the costs resulting from such actions.

Chapter 4

Users, Their Rights, and Their Obligations

A user is any person who enters the facilities or uses the spaces, services, or activities offered by La Biblioteca.

User Rights:

I. Receive timely and efficient assistance from Library staff.

II. Access Library services without discrimination based on ethnic or national origin, gender, age, different abilities, social status, health conditions, religion, opinions, preferences, or marital status.

III. Submit comments and suggestions to improve services. For this purpose, users may use the suggestion box in the Reception area and/or send an email to info@labibliotecapublica.org.

User Obligations:

- I. Follow the instructions of instructors, administrative staff, and Library personnel promptly.
- II. Maintain good conduct within the facilities and treat staff, security personnel, and other users with respect.
- III. Contribute to keeping the facilities clean.

Chapter 5

Use and Restrictions

Smoking is strictly prohibited inside the facilities.

Making unreasonable noise is prohibited, including shouting or using devices at disruptive volumes.

Unreasonable use of public restrooms, such as washing clothes or personal grooming, is prohibited.

All forms of harassment (verbal, physical, sexual, workplace, psychological, institutional) and threatening behavior are prohibited.

Entrances, hallways, rooms, and areas must not be blocked with items unrelated to La Biblioteca.

Pets must be kept on a leash. Owners of noisy, aggressive, or dirty pets will be asked to leave. Pets are not allowed in the Children's and Youth Reading Rooms or in the Theater.

No space may be reserved exclusively by individuals or groups external to La Biblioteca.

Organizing activities for the purpose of selling products or services without prior authorization is prohibited.

Prior authorization is required to film within La Biblioteca. Requests may be sent to subdirector@labibliotecapublica.org.

Access will be denied to:

- a) People under the influence of alcohol or psychoactive substances.
- b) People carrying weapons.
- c) People or groups promoting political or religious activities.

- d) People using balls, skateboards, or bicycles.
- e) Street vendors.

Additional Policies:

La Biblioteca is not responsible for personal items lost, stolen, or damaged within its facilities.

Lost items are kept at reception for up to 30 days.

Visiting groups requiring specific services (e.g., guided tours) must schedule in advance (contact vinculacion@labibliotecapublica.org).

Chapter 6

Services, Hours, and Specific Regulations

Community Services:

- Free access to facilities, tables, chairs, and seating in common areas.
- Wireless internet connection.
- Loan of power strips for charging laptops.
- Use of restrooms.

La Biblioteca recognizes and supports users' rights to freedom of expression and peaceful assembly. Meetings may take place in public areas provided there is sufficient space, they do not obstruct access or exit, they do not disrupt activities, and they comply with these Regulations and applicable local laws.

Hours: Monday to Friday, 10am–5pm; Saturday, 10am–2pm.

Library Services:

- In-house consultation of books.
- Access to the book catalog.
- Bibliographic guidance by staff.
- Membership processing.
- Home loan of books (subject to membership and validity).

Hours: Monday to Friday, 10am–5pm; Saturday, 10am–2pm.

A separate Library Services Regulation applies.

Classes and Workshops:

- The current offer is available on notice boards or the website (www.labibliotecapublica.org).
- Access requires prior registration and membership.
- When applicable, timely payment of recovery fees is mandatory to participate.
- Classes and workshops may be canceled if fewer than 5 people enroll.

Hours: Variable, Monday through Saturday.

Students must comply with the specific regulations of their class.

La Biblioteca is not responsible for activities organized by individuals or groups external to the association.

Student Scholarship Services:

- Scholarships are granted to selected students through the annual public call published on the website (www.labibliotecapublica.org).
- Scholarship recipients must process their membership.

Hours: Monday to Friday, 10am–5pm.

Information: becas@labibliotecapublica.org

Scholarship students are subject to the Scholarship Regulation.

Cultural Event Services:

Includes performances, shows, and conferences in designated spaces.

Programming is available on building notice boards and the website (www.labibliotecapublica.org).

Access requires a ticket.

Hours: Variable.

Participants are subject to the Event Regulations.

Chapter 7 Sanctions

Users, staff, teachers, or visitors who fail to comply with these or specific service regulations will be subject to sanctions proportional to the offense committed.

1. Offenses and Consequences

Minor offenses (excessive noise, inappropriate behavior, disobeying staff instructions):

- Verbal or written warning.
- Temporary suspension of access (up to 7 days).

Serious offenses (damage to property, harassment, unauthorized entry, disorderly conduct, discriminatory acts):

- Permanent suspension of access.
- Cancellation of membership or enrollment.
- Notification to competent authorities, if applicable.

2. Reparation of Damages

Any material damage caused intentionally, negligently, or through misuse must be fully covered by the person responsible.

Transitional Provisions

These Regulations take effect the day after their approval by La Biblioteca's Board of Directors.

La Biblioteca reserves the right to modify these rules.

Last revision: Sept. 18, 2025