

## LIBRARY RULES OF CONDUCT

Welcome to the Buena Park Library District. It is our intention to provide library visitors with excellent service in a pleasant atmosphere. Each person is responsible for regulating his or her own conduct in a positive, productive, and mature manner. Each of you can help by observing the following rules of conduct. These rules are not intended to be a complete list of violations, but are intended for guidance only.

### THE FOLLOWING ARE PROHIBITED ON THE BUENA PARK LIBRARY DISTRICT PREMISES:

- Engaging in any activity prohibited by law.
- Damage, destruction, or theft of library property.
- Smoking in the Library or on Library property. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, vape products, and e-cigarettes.
- Making any loud or unreasonable noise or other disturbance.
- Verbal abuse or harassment of patrons or Library Staff.
- Unattended children under the age of 10. Children age 7 and under must be in the immediate presence of a parent or responsible caregiver.
- Presenting offensive and pervasive odors which constitute a nuisance to others.
- Obstructing aisles and walkways.
- Moving furniture or lying on floors, tables or chairs.
- Monopolizing library space to the exclusion of other patrons or staff.
- Sleeping or giving the appearance of sleeping.
- Loitering.
- Unreasonable use of rest rooms, including laundering and bathing.
- Animals, other than service animals.
- Using roller skates, scooters, skateboards, bicycles, or other similar devices.
- Distribution or posting of unauthorized material.
- Fraudulent use of another's Library card and/or number for any purpose including reserving or using Library computers.

#### In addition:

- Eating or drinking is not permitted in the Computer Center. Closed-top water bottles, non-alcoholic drinks with secure lids and small commercially packaged snack foods may be consumed in other areas. Consumption of food and drinks must be done in a manner that does not disturb others.
- Patrons shall respect the rights of other patrons and shall not engage in activities in a manner which reasonably can be expected to disturb other

persons and would unduly interfere with the common use and purpose of the library.

- The Library is not responsible for children who are left unattended in or on the grounds of the library.
- Shoes and shirts must be worn in the Library.
- Staff may restrict adult use of the Children's areas in order to ensure adequate protection of persons and property therein.
- The Library is not responsible for personal items that are lost, stolen or damaged in or on the grounds of the Library.

#### ENFORCEMENT:

The Buena Park Library District reserves the right to restrict the use of its facility and premises to persons who do not abide by the Library's Rules of Conduct. Library personnel may ask persons who are exhibiting inappropriate behavior to modify their behavior. Noncompliance with the Library's Rules of Conduct may result in the individual being required to leave the Library premises or the proper authorities may be notified.

Library staff and/or local law enforcement officers are authorized to expel persons who, advised of the regulations above, fail to comply with them. Such personnel also reserve the right to take appropriate action(s) against any other behavior which can reasonably be deemed to be offensive to library patrons and staff.

The Library Staff will make a reasonable effort to provide the customer with written notification of suspension of privileges or exclusion, including the reason for the action, the time period, and the appeal process. It is not necessary that this notification be accepted or received for the restriction or exclusion to take effect.

The actions of Library staff members under this policy may be appealed in writing to the Library Director.

Following an appeal to the Library Director, the Director's decision may be appealed to the Library Board of Trustees. Upon completion of the review, the Board shall issue a written decision. This decision shall be final.

The restriction or exclusion will remain in effect throughout the appeal process.

**Approved: 10/2003**

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