

**City of Salinas Library and Community Services Department
Salinas Public Library
Library Rules of Conduct**

Policy Statement

The Library is committed to preserving a welcoming and pleasant environment for library visitors to read, to learn, to discover new ideas and to participate in library programs and activities. The Library is responsible for establishing Rules of Conduct to protect the rights and safety of Library visitors, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facilities, and grounds. In addition to enabling the Library to fulfill its service mission, these Rules of Conduct also serve to ensure that all visitors are treated equally and fairly and to stipulate consequences for violating the Rules of Conduct, which may include denial or limitation of access to library services.

Rules of Conduct

Respect the right of everyone in the Library to enjoy a pleasant environment.

Library visitors shall:

- Behave in a manner that is courteous and respectful of other visitors, library staff and volunteers at all times. Language that is abusive, harassing or obscene to any other visitor or staff member will not be tolerated.
- Limit and modulate conversations with other visitors, staff or on cell phones in order to not disrupt the activities of other visitors. In addition, sound from personal electronic devices, including cell phones should be muted or listened to with headphones.
- Refrain from smoking, including e-cigarettes, anywhere in the Library, including the rest rooms, or on the Library grounds within 20 feet of any entrance or open window.
- Refrain from behavior such as panhandling, soliciting and/or gambling within the Library or on Library grounds.
- Maintain appropriate bodily hygiene that does not constitute a nuisance or health threat to other library users.
- Refrain from sleeping, or appearing to be sleeping within the library building or on library grounds, since sleeping does not involve use of library collections and services.
- Dress appropriately for a public facility. Clothing that covers the upper and lower body is required, in addition to shoes or other footwear. Because the library seeks to foster a safe environment for all, visitors within the library or on library grounds observed to be wearing any attire that is commonly associated with gangs or which contains violent or obscene language will be asked to remove or cover the article of clothing in question.

Keep your Library a safe place.

Library visitors shall:

- Obey all applicable Federal, state, and local laws. Library staff will immediately contact the police when observing any criminal behavior. Visitors who are suspected to be under the influence or alcohol or illegal drugs or in the process of using alcohol or illegal drugs will be asked to leave the premises.
- Contact a library staff member immediately if illegal behavior or behavior that violates these rules of conduct is observed.
- Secure/monitor personal property at all times when visiting Library and the Library grounds. Please remember the Library is not responsible for theft or loss.

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- Keep alcohol, weapons, and any illegal substance/contraband outside of the Library and off the Library grounds
- Keep personal belongings from obstructing pathways within the library or on library grounds. Bulky items such as bedrolls, blankets or large plastic bags/boxes are not allowed.
- Refrain from bringing shopping carts, skateboards, roller skates, bicycles, and (un)motorized scooters in the library. Baby strollers are permitted in order to allow families to utilize the library together, as are ADA assistance devices such as wheelchairs, walkers and scooters.
- Ensure that children under 8 years of age are always within visual contact of a parent or authorized caregiver at all times unless they are attending a Library-sponsored program, and a parent or authorized caregiver is available in the Library building
- Leave animals at home or secured safely in a vehicle (when the temperature allows) when visiting the library. The Library welcomes service animals with their companions and animals participating in a Library program.

Treat Library furnishings, collections, equipment and grounds with care and respect.

Library visitors shall:

- Utilize closed containers of water or other beverages within the library. Please leave food outside of the Library.
- Help keep our grass and landscaping alive: no wheeled vehicles (i.e. shopping carts, bicycles, etc.), large bags or boxes, or sitting/lying on grass or plants/vegetation on the library premises. Please keep pets away from these areas as well.
- Use library materials, furnishings, and equipment with care. If problems occur with library materials, furnishings, or equipment, please let a staff member know so that we can assist you.
- Use all technology equipment as instructed by the Library's Technology and Internet Usage Policy and by posted rules for use.
- Refrain from defacing, damaging or destroying library furnishings, collections, equipment, landscaping, building materials or paving on library grounds.
- Use rest rooms appropriately – shaving, laundering, and bathing are not permitted. In addition, rest room time should be brief in order to be respectful to other visitors.
- Always check out library materials before carrying them out of the building.

Consequences

The rules above are not intended to be a complete list of violations, but are intended for guidance only. Library staff, contracted security personnel 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 that can reasonably be deemed to be offensive to library visitors or staff.

The Salinas Public Library reserves the right to restrict the use of its facilities and premises to persons who do not abide by the Library's Rules of Conduct. Failure to comply with the Library's established rules and policies could result in expulsion from the Library and revocation of Library privileges for a period of time specified by City of Salinas Resolution No. 11475, or in arrest and prosecution under California Penal Code Section 602.1(b).