

RULES OF CONDUCT IN OR NEAR THE LIBRARY

I. AUTHORITY

The Education Code of the State of California provides that any person who violates any rule or regulation established by the Board of Trustees for Management of the Library may be excluded from the privileges of the Library.

II. SCOPE

All persons using the Coronado Public Library must conform to these rules of conduct in the Library and on the Library grounds.

III. GENERAL

The conduct of Library patrons directly affects the use of the Library and its services by other patrons. Patrons must:

- A. Conform to reasonable standards of socially acceptable behavior.
- B. Exercise respect for the property of the Library.
- C. Exercise respect for the property of other patrons and the right of other patrons to the peaceful use of the Library and its services.
- D. Not violate security measures.

IV. PROHIBITED CONDUCT

The following conduct, actions and activities, in addition to behavior deemed unlawful and separately addressed in pertinent local and state codes, are considered inappropriate and prohibited in the Library:

- A. Smoking is prohibited in the Library, surrounding park, Library parking lot, and most public areas as specified in the Coronado Municipal Code Section 36.08. Use of smokeless tobacco is also prohibited.
- B. Using the furnishings or equipment for purposes of sleeping.
- C. Leaving a child under eight years of age unattended by a responsible person.

- D. Entering the Library barefoot, or failing to wear a coat, shirt or blouse which covers the chest.
- E. Entering or using the Library, or adjacent Library grounds, for purposes of solicitation, sales, or petitions.
- F. Bringing animals or pets into the Library, except for service animals.
- G. Entering or remaining in the Library while under the influence of drugs or alcohol. Current authorized prescription medication is the exception.
- H. Consuming covered beverages and light snacks is allowed in the library. Hot foods and foods whose odor might cause offense to other patrons are not allowed.
- I. Misusing, damaging or monopolizing the operation and use of Library equipment and materials.
- J. Damaging equipment in the Library, such as plumbing fixtures, window glass, reading tables and chairs, etc.
- K. Defacing Library materials, such as books, magazines, DVDs, etc.
- L. Using obscene or threatening language, or otherwise verbally abusing, Library patrons or staff and volunteers performing Library duties.
- M. Conducting disruptive personal conversations or behaving in a rowdy, disruptive manner.
- N. Causing, introducing, or being the source of odors that cause discomfort to others, whether commonly considered pleasant or unpleasant.
- O. Leaving bicycles or similar vehicles parked on the main Library entrance plaza or on ramp entry walkways around the building.
- P. Occupying and/or using equipment and materials designated expressly for children by adults. Adults in the act of supervising or instructing children or selecting materials for classes, or active and purposeful use of said materials are the exception.
- Q. Entering the Library with excessive baggage, such as sleeping bags, bed rolls and shopping carts. Leaving personal items unattended. Unattended items are subject to confiscation.
- R. Library staff members and volunteers are not authorized to accept patrons' personal parcels, property or equipment for storage or safekeeping.

- S. Entering or exiting the Library by other than the doors designated for that purpose.
- T. Using audible devices without earphones or with earphones set at a volume that disturbs others.
- U. Using cellular phones is permitted as long as the volume does not disturb others.
- V. Using restrooms for bathing, shampooing, and doing laundry.

Coronado Public Library property shall not be used for the purpose of gathering or soliciting of signatures for petitions or similar appeals for public support of issues or causes, nor shall it be used for the display of materials or other forms of promotion relating to such petitions or appeals.

V. ENFORCEMENT

Library employees are authorized to enforce these rules.

VI. PENALTIES

When someone violates the Library Rules of Conduct, their use of the library building, grounds and services may be rescinded. The length of time a patron is suspended will depend up on the severity and frequency of the offense.

- A. Less severe infractions (e.g. engaging in noisy or disturbing behavior, sleeping or running in the library)
  - 1. First offense: asked to leave for the day if not corrected after a warning
  - 2. Second offense: 1-week suspension
  - 3. Third offense: 1-month suspension
  - 4. Fourth offense: 6-month suspension
- B. More severe infractions (e.g. arguing in the Library, engaging in abusive language or behavior toward staff or patrons)
  - 1. First offense: 1-week to 1-month suspension (depending on severity of incident)
  - 2. Second offense: 6-month suspension
- C. Serious cases (e.g. drunkenness, drug use, pervasive abuse of library rules)
  - 1. 6-month suspension.

- D. Extreme cases (e.g. issuing threats of violence, fighting, exhibitionism, cases where the safety of library staff and/or the public is jeopardized). A minimum of 6-month suspension will be served and an indefinite suspension may be given with the approval of the Library Director. A patron who has been suspended indefinitely may be reinstated only with approval from the Library Director. Patrons suspended indefinitely may appeal after 1-year by letter to the Library Board to advocate for their reinstatement.

Staff must complete an Incident Report after each offense. A note will be added to a Library User's library record reflecting the rescinding of all library use, including borrowing privileges if patron is suspended.

For cases that fall under Items C. or D. above, a police report should be filed.

## VII. APPEAL

Patrons being penalized may appeal to the Library Board of Trustees for reduction of the penalty by following the below-stated procedure:

### A. Step 1

Deliver to the Director of Library Services, at the Library, written notice of intent to appeal. This notice must be delivered at least seven days before the next regular meeting of the Board of Trustees.

### B. Step 2

The Director of Library Services will include "Consideration of the Appeal" on the Agenda of the next regular meeting of the Board.

### C. Step 3

At the next regular meeting, the Board will hear and consider the appeal. The appeal may be made in writing, in person, or both.