



## **STANDARDS OF BEHAVIOR**

### **April 2017**

The Crowell Public Library is open to all members of the public. Patrons may remain in the Library as long as necessary/appropriate to use the services, materials or facilities for reading, studying, attending programs and obtaining information.

It is our goal to provide an atmosphere that is welcoming, comfortable, and consistent with library purposes. The public is expected to behave in a manner that is respectful of the library's users and staff, materials and equipment, and facilities and premises. A person who behaves otherwise will be required to leave the building.

### **General Guidelines**

1. The Crowell Public Library will uphold all state laws and local ordinances in regard to public behavior.
2. The following activities are specifically prohibited:
  - a. Damaging, mutilating, or illegally removing library materials or property.
  - b. Violating the library's Internet Use Policy.
  - c. Eating or smoking in the building. Covered beverages (with lids or caps) are permitted.
  - d. Smoking on library premises, including the outdoor patio.
  - e. Bringing animals into the library except for service animals.
  - f. Using restrooms for washing clothes or bathing.
  - g. Parking bicycles in the library. Using skateboards, inline skates, etc. on library premises. (Ordinance number 977, 6-13-90; City Code 15.11.02)
  - h. Entering staff areas.
3. Patrons will respect the rights of other patrons and staff and not harass or annoy others by:
  - a. Begging or soliciting.
  - b. Engaging in loud, offensive or abusive language and/or gestures which are disturbing to others.
  - c. Using personal radios, televisions, video games, cellular phones or other personal electronic devices which are disturbing to others.
  - d. Creating a disturbance by yelling, running, throwing objects, misusing the facilities, or other disruptive behaviors.

4. Adults are responsible for the conduct of children in their care. Adults are responsible for monitoring the safety, activities and behavior of their children in the library.
  - a. Library staff cannot care for children left unattended on the premises.
  - b. Library staff cannot assume any parental responsibility for unattended children.
  - c. Unattended children who violate the Library Standards of Behavior will be asked to telephone an adult (parent) for pick-up.
  - d. Unattended children who are left on the premises after closing, or children who have been asked to leave the library because of Standards of Behavior violations and cannot reach their parent, will be turned over to the San Marino Police Department (Ordinance number O99-1129; City Code 14.08.04)
  - e. The children's and young adult areas are intended to be used by children and adults accompanying children or those legitimately working with children's materials.
5. Patrons will maintain bodily hygiene as to not constitute a nuisance to other persons in the library.
6. Patrons must be fully clothed at all times, including shirts and shoes.
7. Patrons must be watchful of personal possessions. The library is not responsible for lost, damaged or stolen personal property.

## **Enforcement**

1. Violation of the foregoing may result in the patron's library privilege being limited or revoked, removal of the patron from the building, or criminal prosecution if the conduct constitutes a violation of either State law or the San Marino Municipal Code.
2. The City Librarian, upon staff recommendation, may revoke the patron's library use privilege for a period up to one year.
3. A library patron whose library privilege has been revoked may appeal the decision by submitting a completed Library Revocation Appeal form to the City Librarian within ten (10) days from the date of the determination letter.
4. A patron whose library privilege has been revoked must schedule a meeting with the City Librarian prior to resumption of library privileges. The purpose of the meeting will be to review the Standards of Behavior policy.

Adopted by Library Board of Trustees April 27, 2017.