



POLICY 2106
Adopted 3/25/2014

LIBRARY SERVICES

Behavior Policy

The Coalinga-Huron Library District Board of Trustees has established certain standards of acceptable behavior on library property in order to maintain an atmosphere that promotes the use and enjoyment of the resources and services of the library, promotes the safety of the general public and the library staff, and protects the building, furniture, equipment, and materials of the library.

Any activity that interferes with the rights of other patrons to use the library, disrupts the normal functioning of the library, could result in physical, emotional, or mental injury to oneself or others, or could result in damage to the facilities, equipment, or materials is considered disruptive and unacceptable behavior.

The library reserves the right to require anyone who engages in disruptive behavior to leave the premises, the right to restrict privileges for a specified period of time, and the right to ban the individual from the library for a specified period of time or permanently. Any person who engages in any of the behaviors listed below will be given one verbal warning by the library to cease such conduct. Failure to obey may result in suspension from the library. Unlawful activities will be reported immediately to the police.

Repeat or extreme offenders may be banned from the library property indefinitely. This also includes the library property outside. When a patron has been notified they are banned, the police will be called if the patron returns. The reason being that it is now considered trespassing.

When a patron receives two (2) Incident Reports by library staff within any calendar month, the patron will not be allowed to use the library for seven (7) library operating days. After two separate incidents of being banned from the library, the patron will not be allowed to use the library for four (4) months.

If police authorities are called, the patron will not be allowed to use the library for six (6) months. For vandalism and destruction of any library property (circulating materials, outside property, inside property) monetary restitution is expected. If the damage is made by a minor, the guardian who assumed responsibility on their library card will be responsible for damages. If the minor does not have a library card, the guardian will be contacted by the police department to make monetary restitution.

Disruptive behavior includes but is not limited to the following:

- **Loud Talking, Laughing or Arguing:** Loud outbursts of speech or laughter; giggling, talking or singing to oneself. Repetitive noise making, such as tapping a pencil on the table, rapping fingers or knuckles.
- **Fighting** (all parties). Fighting or challenging to fight, includes any type of fighting, whether real or pretend.
- **Throwing Objects.** Includes wadded up papers, paper airplanes, other small objects, and larger objects that could cause injury.
- **Boisterous Behavior.** Includes running in and out of the library, horseplay and annoying other patrons.
- **Cellular or Portable Phones.** Talking on cellular or portable telephones by patrons is prohibited in the library.
- **Vulgar or Obscene Language or Gestures:** Includes language or gestures that convey a sexually explicit message or are conveyed in a coarse or crude manner.
- **Solicitation.** Includes selling anything for personal gain or a charitable cause, begging, panhandling, or circulating petitions among other patrons and staff members. Public petitions may be posted on the public bulletin board.
- **Eating and Drinking.**
- **Smoking.**
- **Sleeping.** Pertains to habitual sleeping or those who are noisy, sprawled on furniture, or generally disturbing other patrons.
- **Loitering.** Defined as a person who wanders around the library without apparent legitimate reason and disturbs other patrons.
- **Animals.** Animals of any kind are prohibited unless serving as a service animal or part of a library-sponsored program. Animals left tied up outside for more than twenty minutes will result in a call to Animal Control.
- **Unattended Children.** A parent, guardian, or other responsible adult must accompany children under age 10 at all times in the library. Babysitters age 16 or above may take the place of the parent or guardian.
- **Improper Attire.** Patrons must wear shoes and shirt in the library building. Inappropriate or offensive dress that is too revealing, including, but not limited to clothing which displays obscene or offensive words or pictures is prohibited.
- **Abuse of Library Equipment, Furniture, and Materials.** Includes but is not limited to placing feet on tables and chairs, sitting on library tables, standing on furniture, mutilating or defacing books or periodicals, and mistreating equipment or computers.
- **Bikes, Rollerblades, Skateboards, and Scooters.** Must not be ridden anywhere in the library.

- **Blocking Aisles or Doorways.** Includes obstructing aisles or doorways or in any way interfering with the free movement of any other persons. *Please use laptop stations provided.*
- **Weapons.** Possession or threat of a weapon of any type on library property is not permissible except by law enforcement officers.
- **Removing Library Materials or Equipment.** Staff members must check out all circulating materials and equipment at the circulation desk before they can be removed from library property.
- **Disruptive Use of Audio Equipment:** Includes playing music or other media at a level that is disruptive to other patrons and staff.
- **Excessive Displays of Affection.** Includes but not limited to prolonged kissing, any sexual conduct or physical contact deemed inappropriate for a public place.
- **Hygiene.** A person may be required to leave the library if his/her personal hygiene interferes with the orderly operation of the library or with the ability of other patrons to use and enjoy the facility.
- **Other untypical behavior.** Behavior which could reasonably be expected to disturb other users or interfere with the library employees' performance of their duties.
- **Gang Activity.** Including display or possession of symbols, hand signals, soliciting membership, intimidating or threatening any individual, wearing or displaying colors or items of dress, etc.
- **Illegal Behavior.** Any staff member who witnesses illegal behavior will contact the police when necessary. Illegal behavior includes but is not limited to the following:
 - **Assault.** Intentional or by reckless conduct causes injury to another person.
 - **Criminal Mischief.** Intentional damage of the property of another (includes vandalism and mutilating library materials).
 - **Drunk and/or Disorderly Conduct.** Causes public inconvenience by fighting, unreasonable noise, abusive or obscene language or gestures, threatening behavior, hazardous or physically offensive condition.
 - **Harassment.** Threatens or annoys another person by physical contact or abusive or obscene language or follows a person in or about a public place.
 - **Public Lewdness.** Intentionally exposes the private parts of the body in a lewd manner in a public place.
 - **Theft (Larceny).** Wrongfully takes, obtains, or withholds the property of another.
 - **Trespass.** Knowingly enters or remains unlawfully on the premises.
 - **Controlled Substances.** Includes using, selling, or possessing controlled substances on library property, and entering library property while intoxicated or under the influence of illegal controlled substances. The use of alcohol is prohibited on library property unless specifically approved by the Board of Trustees for public events.

Appeals

Any patron who is suspended from the library has the opportunity to appeal to the Director of the

Library within fourteen days of any notice of suspension or termination. The Director shall thereupon schedule a meeting concerning such appeal and the appellant shall be entitled to present his or her version of the facts at such meeting. Within five days after such meeting, the Director shall notify the appellant in writing that the suspension or termination has been affirmed, modified, or revoked.