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Public libraries are places of information, knowledge and learning. Public libraries are one of the few public spaces in communities and in the country where anyone may come and be welcomed and served, where they can find a space and find their voice.

Long Beach Public Library is committed to serving everyone, especially those in the community who most need access to services and resources and for whom barriers may sometimes hinder full and equitable access.

Because the library is for everyone, the Long Beach Public Library Board of Trustees has established **Rules of Conduct** to ensure that:

- All library patrons may use and enjoy services, materials, and facilities without unreasonable interference and disturbance from others
- All library patrons enjoy safe and secure library facilities
- All library employees have a safe and secure workplace
- Library materials and facilities are protected from damage and theft

The following behaviors are prohibited within library facilities or at library events:

- Inflicting physical harm or unwanted physical contact
- Harassment or threatening behavior (i.e. physical, sexual, verbal, stalking)
- Using obscene or abusive language or gestures
- Making unreasonable noise, including loud talking on a cell phone or otherwise.
- Engaging in sexual conduct or lewd behavior
- Having a knife, gun, or any other weapon, look-alike weapon, or any other objects that can be reasonably considered as weapons
- Smoking or vaping
- Eating or drinking except as approved by Library administration
- Using alcohol and/or public intoxication
- Selling, soliciting or using illegal drugs
- Sleeping in the Library or at the Library's entrance
- Making unreasonable use of the rest rooms, including laundering clothes and bathing
- Soliciting, petitioning, or canvassing
- Selling any goods or services
- Using a bicycle, skates, skateboard, scooter, or any like item
- Theft including deliberately removing library materials without checking them out
- Bringing in an animal, unless it is assisting a person with a disability or part of a library program
- Damaging, defacing, or misusing any Library materials or property. This includes disabling Library equipment, changing hardware or software or settings on a Library computer, or using a Library computer for a purpose other than that designated by the Library

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- Creating, viewing, sharing or distributing pornography
- Engaging in conduct that may reasonably be expected to endanger the health and safety of patrons or employees or cause or threaten damage
- Coming up to the 3rd floor (staff floor) without an appointment
- Engaging in online activities that violate the law or community standards
- Engaging in any activity in violation of federal, state, local, or other applicable law or Library policies

Additionally, the following rules must be observed:

- You must wear clothing and shoes in the Library
- You must not emit offensive body odors
- Patrons are not permitted to bring any type of shopping cart into the Library
- Personal belongings cannot be left unattended and must be removed from the Library when leaving the building
- You must present your library card or other ID if asked by library employees or security officers
- Large groups that want to visit the Library must get permission before they visit
- Photography and recording by anyone besides Library staff members is not allowed on Library premises without prior permission
- Children age 9 and under must be accompanied by a caregiver or other responsible person at least 14 years of age or older. Please see the library's "Safety of Minors" policy for further information

POTENTIAL CONSEQUENCES

The Library reserves the right to inspect the contents of personal belongings. The Library also reserves the right to impose time limits upon use of Library resources to ensure all patrons have access.

Patrons violating any rule of behavior risk being asked to leave or be banned from the Library and its properties. Library administration, security officers and designated library staff are authorized to ask disruptive patrons to leave the library, call police as appropriate and/or impose a 24-hour ban. Library staff will document violations of the Rules of Conduct via the Incident Report form and/or documentation log. All behavior violations will be investigated by library administration and longer bans may be instituted based on the nature of the violation. Depending on the severity of the violation, longer bans range from 30 days to over a year. Depending on the nature of the violation, patrons can also be arrested or be subject to other legal action.

BANNING GUIDELINES (INTERNAL)

A one-day ban is for behavior such as refusing to comply with standard rules of behavior. This is for minor disruptive behavior and is the basic response when patrons are having a hard time handling library rules. One day can serve to calm people down without causing further disruption.

A 30-day ban is used when a “cooling down” period is needed. This is for verbal abuse or inappropriate language rather than physical harm. This also applies to repeat offenders who have been banned for one day several times. This is the most common length of time for security or library administration to ban patrons who are getting out of hand.

A six-month ban is for more pronounced and/or repetitive disruptive behavior and for more serious violations of the Rules of Conduct. This includes significant verbal harassment of staff or other patrons. This length of ban may be used for patrons who have had prior one day or 30 day bans and who continue to violate the Rules of Conduct.

A one-year ban is for very serious problems such as verbally or physically threatening behavior, physical assaults of patrons and/or staff, or criminal activity in the library, with review for possible continuation. The police should be called for this type of incident and the patron may be arrested. Serious threats include saying things like “I’ll kill you if I see you again” or “I’ll be waiting for you outside”. This can include patrons who have repeatedly violated Rules of Conduct and have a prior history of shorter bans. After the end of the banning year, the Library Board and Library Director will review the banning and decide whether the period of time needs to be extended.

Bans beyond one year are for the most serious incidents such as possession of a deadly weapon in the library, threatening behavior towards children or stalking a staff member. The Library Board and Library Director will review behavior and make the appropriate decision as to the length. Prior to the end of the banning period, the Library Board and Library Director will review the banning and decide whether the period of time needs to be extended.

The Library reserves the right to ban until further notice until we have a chance to investigate and review an incident. The Library will then let the patron know what the decision is.

NOTICE OF BANNING

Library administration will make reasonable efforts to notify a banned patron without delay. Banned patrons have the right to appeal the decision to the Library Board of Trustees at the next regularly



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scheduled board meeting or any future regularly scheduled meeting convenient to the patron.
Notification will include the date and time of the next board meeting.