



## ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

**SUBJECT: CODE OF CONDUCT**

**SECTION: GENERAL ADMINISTRATION**

**BOARD APPROVED: 02/26/2024**

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### **Code of Conduct**

The Altadena Library District (hereinafter referred to as the Library) prides itself on providing a safe and enjoyable experience to all community members, offering an atmosphere conducive to everyone's right to unimpeded and enjoyable library use. Towards this end, all community members are expected to comply with the Code of Conduct while visiting the Altadena Libraries.

#### General Expectations:

1. Visitors are expected to abide to local, state, and federal laws as well as public health guidelines.
2. Visitors are to act safely and respectfully, interact with library staff and other library visitors in a civil manner, and follow the directions of staff. Examples of unacceptable behaviors include:
  - I. Verbally or physically threatening or harassing behaviors, including but not limited to stalking, staring, lurking, and obscene or offensive acts.
  - II. Possessing firearms or weapons.
  - III. Being under the influence, selling, soliciting, possessing, or using alcohol and/or illegal drugs.
  - IV. Petitioning, soliciting, conducting surveys, or selling merchandise without the express permission of the District Director.
  - V. Disturbing others by exhibiting a strong or offensive odor due to, but not limited to, hygiene, perfumes/colognes, and or/foods.
  - VI. Destroying, damaging, defacing, misusing, or illegally removing Library materials or property.
3. Maintain a volume of conversations and/or electronic devices at an acceptable level as to not disrupt or interfere with others use of the library.
4. Smoking or vaping is allowed outside and should take place at least twenty feet from any library entrance or exit.
5. Children under 10 should be supervised at all times while on library property in accordance with the Unattended Children policy.



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6. Consuming food and drink are allowed, except when using library computers and devices. All liquid and beverages must be in covered containers. Consumption should be in accordance with the Food & Drink policy.
7. Appropriate clothing, including shirts, pants, shoes or articles of clothing of a similar nature, are required while using library facilities.
8. Service animals are allowed in the library, while emotional support animals and/or pets are not. Please see our Animals in the Library policy.
9. With the exception of news coverage, requests for professional photography must be authorized by Administration per the "Filming and Photography at the Altadena Library District Policy". Photographers will ask subjects for permission prior to photographing, videotaping, or recording them.
10. Personal belongings must be in the possession of the owner and placed in a manner that does not interfere with staff or patron use of the building, walkways, furniture, or equipment. The Library is not responsible for items lost, stolen, or damaged on library premises. Please see our Lost and Found policy.
11. Visitors are to use library property, spaces, and furniture for their intended purposes. Examples of inappropriate usage include, but are not limited to:
  - I. Sleeping for periods greater than 30 minute of time. This rule does not apply to children under four years of age.
  - II. Using public restrooms or other points of access to water on library premises for bathing or personal hygiene or laundering personal belongings.
  - III. Obstructing entrances, exits, seating areas, aisles, walkways, or other paths of travel.
  - IV. Monopolizing library space and moving furniture for personal use, blocking others from usage.
  - V. Using small appliances for any purpose

Bicycles and large carts should be parked outside the library building by the designated bike rack. Wheelchairs, mobility aids, and strollers are allowed to be used inside if transporting an individual. Other mobility devices, like skateboards, roller skates, rollerblades, hover boards, must be carried while inside the building.

12. Using staff telephones is not allowed except when a minor has a need to call their guardian, or, in the event of an emergency.



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### **Enforcement**

Individuals who are not following the Code of Conduct will be asked to comply with the policy. Those who continue to violate the policies may be asked to leave the library and may have their library privileges suspended. It is within library staff's discretion to take appropriate action regarding individual visitors' compliance with library policy. In any situation where the safety or welfare of a visitor or staff is believed to be at risk, law enforcement will be contacted.

The Altadena Library District reserves the right to restrict the use of its facilities and premises to persons who do not abide by the Library's Code of Conduct.

Library staff may ask persons who are exhibiting behavior that does not adhere to the Code of Conduct to modify their behavior appropriately.

Library patrons violating this Code of Conduct and failing to comply after one warning will be required to leave the Library for the remainder of the day. Individuals who are asked to leave shall do so within five (5) minutes.

Based on the severity of the situation, the Library may revoke library privileges or suspend access to all library services and property for multiple days or up to one year or may result in criminal prosecution if the conduct constitutes a violation of local, state or federal law.

The Altadena Library District's Monitor (security officer), a library manager, or the Person-In-Charge has the authority to escort individuals who do not abide by the Code of Conduct off the property.

Individuals who enter the library before the return date listed on the suspension notice are subject to arrest for trespass under California Penal Code Section 602.

### **Appeal Process**

A person suspended from the library for a period of more than one (1) day may appeal the decision in writing to the District Director within ten (10) days from the date of suspension/revocation of library privileges. Submit requests for administrative review to [hello@altadenalibrary.org](mailto:hello@altadenalibrary.org) or by mail to Altadena Library District, 600 E Mariposa St., Altadena, CA 91001. Suspension of privileges will remain in force during the review period.