

LIBRARY POLICY: A-11

EFFECTIVE DATE: 3/1/22 (This policy supersedes 9/20/19)

SUBJECT: Patron Code of Conduct

POLICY:

The Sunnyvale Public Library and the Board of Library Trustees welcome all visitors to the Library. To ensure that all Library users have a safe and pleasant experience, all visitors are expected to comply with the following Code of Conduct.

1. Respect the right of everyone in the Library to enjoy a pleasant environment and all library resources without disruption.

- Follow all library rules, policies, procedures, and requests of staff.
- Act courteously, respectfully, and appropriately towards others; refrain from any behavior that is disruptive, threatening, abusive, or prevents others from timely enjoyment of library resources or services.
- Keep voices at low levels; refrain from talking in areas of the Library that have been designated as Quiet Areas. Noise from electronics or other sources that disturbs others is not allowed.
- Avoid conduct that is physically, verbally, or visually harassing or threatening; actions such as unwanted or inappropriate touching or staring, exposing other members of the public to inappropriate sexual actions or images, or verbal threats are examples of inappropriate conduct.
- Creating or emitting strong, pervasive odors, including excessive odors caused by perfume or cologne that causes a nuisance and unreasonably interferes with other patrons' enjoyment of the library are not permitted.
- Smoking, including the use of electronic or vapor cigarettes, and/or being under the influence of alcohol or illegal drugs is not permitted inside the Library or on Library premises.
- Be fully clothed, including shoes.

2. Keep your Library a safe place.

- Secure/monitor your own property. The Library is not responsible for loss or theft.
- Provide direct adult supervision of children less than 8 years of age anywhere inside the Library and on Library premises.
- Keep Library entrances, aisles, stairs, doorways, and other passageways clear. Oversized items and/or an excessive number of personal items are not permitted inside the Library.
- Refrain from running, jumping, throwing objects and similar activities that could cause injury to you or to others.
- Firearms, weapons, fireworks, or other dangerous substances are not permitted.
- Riding bicycles, skateboards, scooters, roller skates, hover boards and similar devices (other than strollers or wheeled devices required because of a disability) inside the Library is not permitted unless they can be carried and stowed away from the public right of way.

3. Treat your Library appropriately and with respect.

- Use the Library facility, equipment, and furnishings as intended. Bathing, washing clothes, or placing feet or footwear on furniture are examples of inappropriate uses of the Library.
- Food is not allowed in the library. Covered beverages are allowed, except near electronic equipment.
- The Library welcomes service animals; all other animals must remain outside.
- Defacing, damaging, or destroying Library property, equipment or facilities is not permitted.

- Personally monopolizing Library resources, including computers, tables, seating, and other equipment to the exclusion of others is not permitted.
- The Library is a place for learning; selling, soliciting, surveying, canvassing, or similar activities that intrude on other patrons' use of the library are prohibited without written permission of the Director of Library and Recreation Services.
- Sleeping is permitted in the Library provided you are not disturbing others, preventing others from utilizing library equipment, or creating a safety hazard.


Patrons should immediately report to Library staff any behavior that is inconsistent with this policy. Staff will enforce violations of the Patron Code of Conduct as described in Library Policy A-12 Enforcement of the Patron Code of Conduct or other Library Policies.

PREPARED BY: Steve Sloan

1/25/22

Date

This policy was approved on 1/25/22 and is to be included in the Library Policy Manual.



Jaqui Guzman

Interim Director of Library and Recreation Services