



## LIBRARY RULES OF CONDUCT

Welcome to the Buena Park Library District. It is our intention to provide library visitors with excellent service in a pleasant atmosphere. Each person is responsible for regulating his or her own conduct in a positive, productive, and mature manner. Each of you can help by observing the following rules of conduct. These rules are not intended to be a complete list of violations, but are intended for guidance only.

### THE FOLLOWING ARE PROHIBITED ON THE BUENA PARK LIBRARY DISTRICT PREMISES:

- Engaging in any activity prohibited by law.
- Damage, destruction, or theft of library property.
- Smoking in the library or on library property. “Smoking” includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, vape products, and e-cigarettes.
- Possessing or consuming alcohol and/or illicit drugs or exhibiting signs of being under the influence of alcohol or controlled substances.
- Panhandling, soliciting, selling drugs, or conducting other unauthorized business on library property.
- Defecating and/or urinating on library property, other than in a toilet in a restroom.
- Making any loud or unreasonable noise or other disturbance.
- Running, jumping, climbing, yelling, throwing objects, fighting, or rough-housing.
- Verbal abuse or harassment of patrons or library employees, including but not limited to, staring, stalking, lurking, repeated unwanted personal and/or embarrassing questions or attention in person or via digital or telephone communications.
- Unattended children under the age of 10 or dependent adults without a caregiver. Children under the age of 10 and dependent adults must be accompanied by and in the immediate presence of a responsible caregiver over the age of 18.
- Bringing in personal items larger than 24” x 12” x 12” or more than 2 small bags per person. Personal property may not be left unattended in the library building or library grounds at any time.
- Using appliances or electronics that are inconsistent with the intended purpose of the library, including but not limited to, curling irons, hot plates, toasters, and other personal items.
- Charging and bringing inside the library batteries that pose a safety hazard to the library or its infrastructure, including but not limited to, batteries that power e-bikes, e-scooters, generators, vehicle jump starters, or similar devices.



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- Presenting offensive and pervasive odors which constitute a nuisance to others, including but not limited to, body odors, perfumes, air fresheners, cleaning solutions, and food.
- Entering the library with hygiene conditions, including but not limited to, clothing odor, body odor, insects or pests, open sores, or with unsanitary belongings that interfere with the use of the library by other library patrons or library employees.
- Obstructing aisles and walkways with belongings, furniture, or using body movements to block the path of travel of a patron or library employees.
- Moving furniture.
- Lying on floors, tables or chairs.
- Monopolizing library space to the exclusion of other patrons or employees.
- Sleeping or giving the appearance of sleeping.
- Loitering on library property.
- Unreasonable use of rest rooms, including laundering, bathing, shampooing, shaving, changing clothes, using drugs, or engaging in sexual acts.
- Trespassing on library grounds and/or using library property in a manner inconsistent with its intended use of selecting materials, reading, researching, studying, writing, and attending programs and/or meetings held during business hours and/or within library buildings.
- Bringing any animal into library facilities, except for service animals. Animals may be allowed inside with the permission of library employees as part of official library programs.
- Using roller skates, scooters, skateboards, bicycles, or other similar devices on library property. Skates, skateboards, collapsible scooters, hover boards, and other similar devices must be carried while on library property. Bicycles must be stored in designated bicycle racks and may not be blocking walkways or affixed to handrails, railings, window trim or other undesignated storage locations.
- Bringing bicycles, electric scooters and e-bikes, shopping carts, or other wheeled conveyances inside the library with the exception of wheelchairs, strollers, or mobility devices being used by a person.
- Distribution or posting of unauthorized material.
- Fraudulent use of another's Library card and/or number for any purpose including checking out library materials and reserving or using library computers.
- Eating or drinking in the Computer Center. Non-alcoholic beverages with secure lids and small packaged snacks may be consumed in other areas provided they are consumed neatly, quietly, and in a manner that does not disturb others.
- Using or setting speakers, earphones, cell phones, computers, or other electronic devices at an audible level that can be heard by others. Electronic devices should be set to silent or vibrate and earphones should be set to a level where the audio cannot be heard by others. Phone calls should be taken outside of the library building.



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- Modifying, altering, defacing, or damaging library computer systems or property including, but not limited to, unplugging cables, powering down equipment, installing unauthorized software or hardware and/or removing components.
- Interfering with the duties of library employees, obstructing or intimidating library patrons and employees, and failing to follow the reasonable direction of library employees, including but not limited to, leaving library property at library closing, leaving the library restrooms at library closing, ceasing any behaviors that violate the Rules of Conduct, and leaving library property when directed to do so.

In addition:

- Patrons shall respect the rights of other patrons and shall not engage in activities in a manner which reasonably can be expected to disturb other persons and would unduly interfere with the common use and purpose of the library.
- The Library is not responsible for children who are left unattended in or on the grounds of the library.
- Proper clothing, including shoes and clothing that covers the upper and lower torso, must be worn in the Library.
- Employees may restrict adult use of the children's areas, including the children's restroom, in order to ensure adequate protection of persons and property therein.
- The Library is not responsible for personal items that are lost, stolen or damaged in or on the grounds of the library.

### ENFORCEMENT:

The Buena Park Library District reserves the right to restrict the use of its facility and premises to persons who do not abide by the Library's Rules of Conduct. Library personnel may ask persons who are exhibiting inappropriate behavior to leave the premises.

Library employees and/or local law enforcement officers are authorized to expel persons who, advised of the regulations above, fail to comply with them. Such personnel also reserve the right to take appropriate action(s) against any other behavior which can reasonably be deemed to be offensive to library patrons and employees.

At the discretion of Library employees, following a violation of Library's Rules of Conduct, an individual may be suspended from access to library property and services. An initial suspension will be for 30 days. If an individual commits further violation of the Library's Rules of Conduct, the following suspensions will increase as follows: three months, six months, one year, lifetime. The Library Director has the discretion to increase or decrease any such suspension.



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The Library employees will make a reasonable effort to provide the customer with written notification of suspension of privileges or exclusion, including the reason for the action, the time period, and the appeal process. It is not necessary that this notification be accepted or received for the restriction or exclusion to take effect.

The actions of Library employees under this policy may be appealed in writing to the Library Director within seven (7) days.

Following an appeal to the Library Director, the Director's decision may be appealed to the Library Board of Trustees within seven (7) days. Upon completion of the review, the Board shall issue a written decision. This decision shall be final.

The restriction or exclusion will remain in effect throughout the appeal process.

**Approved: 10/2003**

**Revised: 09/25/13**

**Revised: 11/2017**

**Revised: 06/2018**

**Revised: 10/03/2023**

**Revised: 08/05/2025**