



# SANTA BARBARA PUBLIC LIBRARY

# CODE OF CONDUCT



The City of Santa Barbara has promulgated this Code of Conduct (“Rules”) that apply at all City of Santa Barbara Libraries premises pursuant to Santa Barbara Municipal Code (“SBMC”) section 2.28.030. Such Rules are formulated to ensure that the libraries and meeting facilities serve their primary purposes, including the provision of an orderly environment in which people may read, study, use library materials and equipment, and participate in library or community programs. The Rules ensure that the safety and rights of patrons, volunteers, and staff are preserved, and library property is protected.

- **No activities that unreasonably interfere with other patrons’ use of the Library are allowed.**
- Unless otherwise noted, these Rules shall apply to the entire Library Premises, and all premises controlled and operated by the Santa Barbara Public Library. **The term “Library Premises” includes all Library indoor and outdoor spaces.**
- These Rules also include a reference to applicable SBMC sections which if violated can be charged separately as a misdemeanor or infraction pursuant to Chapter 1.28 of the SBMC.

## VIOLATIONS

**ANY VIOLATION OF THESE RULES OR THE COMMISSION OF OTHER ILLEGAL CONDUCT IN THE LIBRARY MAY (BUT IS NOT LIMITED TO) BE ADDRESSED IN THE FOLLOWING MANNER:**

1. **INITIAL VIOLATION** (e.g.: notification of violation and reference to Code of Conduct)
2. **ASKED TO LEAVE**
3. **SUSPENSION OF LIBRARY PRIVILEGES**
4. **CRIMINAL CHARGES**

*The above remedies may be cumulatively applied*

**Below is a list of prohibited actions and behavior categorized under the potential administrative action. The number of warnings given prior to suspension and the length of suspension are determined by this Code of Conduct guidelines which account for the severity of the infraction as well as the patron’s previous history of policy infractions in the past twenty-four months.**

- I. **LEVEL ONE VIOLATIONS:** Library privileges may be suspended for a minimum of 3 days and up to 6 months for non-compliance or refusal to comply with these rules at the discretion of the Library Director or his/her designee. Level One prohibited conduct includes, but is not limited to, the following:
  - 1) Entering any interior Library building with animals except for service animals authorized by the Americans with Disabilities Act.
  - 2) Leaving animals unattended anywhere on Library premises. All animals must remain under the control of the owner pursuant to SBMC § 6.08.020.
    - Animals must remain on a leash at all times while on the Library Premises.
  - 3) Urination or defecation on the Library Premises anywhere other than in the Library’s designated restrooms pursuant to SBMC § 9.07.010.

- 4) Using more than one seat or table space per person unless necessary to accommodate a disability.
- 5) Emitting strong pervasive odors inside the Library buildings that unreasonably interfere with other patrons' use of the Library facilities.
- 6) Leaving the Library Premises with any Library owned material that has not been properly checked out by the Library staff to the patron who has it in their possession.
- 7) Bringing personal property larger than 27" x 21" x 14" or a combination of personal items that make up a similar area onto the library premises (excluding blankets no larger than small swaddle size, strollers or wheelchairs which are being used to transport people, walkers, or other necessary personal mobility devices for disabled persons).
  - Any bedding (other than small swaddle size blankets) brought inside the Library buildings must be in a sealed or zipped container or bag.
- 8) Use of bicycles, e-bikes, roller skates/shoes, scooters, skateboards, or other similar device while on the Library Premises.
  - Bicycles, e-bikes, and scooters may be secured to the Library's designated bike rack(s) while the patron is using the Library facilities. Skateboards, roller-skates/shoes, and similar devices may be carried so long as the device fits within the personal property item dimensions above.
- 9) Storing or leaving unattended personal property on the Library Premises will result in the property being removed. Items having been removed will be abated in the manner provided for in SBMC § 9.96.040.
- 10) Blocking aisles, walkways, doorways, stairways, elevators, or ramps.
- 11) Disturbing or annoying others inside the Library buildings with unreasonable noise beyond the level of noise common for the interior space of a library including but not limited to loud talking, singing, yelling, and use of electronic devices such as radios, music players, video games and computers without headphones, and noises emitted from a cell phone.
- 12) Causing disruption and/or the unreasonable annoyance of other patrons' use of the Library.
- 13) Solicitations involving commercial sales and commercial advertising on the Library premises when not in connection with a Library sponsored event, with the exception of rentable spaces and the Central Library Plaza when the commercial sales or solicitations conform to set uniform guidelines and patron is given written approval by the Library Director or their designee.
- 14) Leaving children under the age of eight (8) unattended by a parent or authorized person aged 14 or older.
- 15) Trespassing in areas designated as non-public areas such as staff only designated areas and private offices.
- 16) Refusing to leave, remaining on, or trespassing upon the Library Premises after the posted closing hours pursuant to SBMC § 9.60.010.
- 17) Refusing to wear clothing on the top half of the body, bottom half of the body, or shoes on the feet.
- 18) Smoking (including the use of e-cigarettes or vape pens) anywhere on Library premises pursuant to SBMC § 9.20.020.
- 19) Photographing, recording, or the filming of persons inside the Library buildings without prior express consent from the Library Director or his/her designee and from the person(s) being photographed, recorded, or filmed. This prohibition does not include the Central Library corridor or any publicly held meetings.
  - No photography, recording, or filming of any kind is permitted in any Library restroom.
- 20) Eating or drinking inside the Library buildings other than in the designated eating areas.
  - All beverages must have a secure lid or top.
- 21) Using designated Library spaces in a way not intended for those designated spaces including, but not limited to:

- Children's Rooms: reserved for children under the age of 18 and their caregivers, or other patrons utilizing the children's collections. Adults who are not caregivers of children using the collections may not loiter in the Children's Rooms. Interior spaces used for posted children's events are limited to children and their caregivers.
- Teen Space: reserved for patrons between the ages of 12 and 18, or other patrons utilizing the teen collections. Adults not using the teen collections may not loiter in the teen areas.
- Adult Education: reserved for patrons using the resources in the Adult Education Center.
- Public restrooms and water fountain areas: *unintended* uses include, but are not limited to bathing, shaving, washing clothes or dishes, sleeping, soliciting, and loitering.

**II. LEVEL TWO VIOLATIONS: Library privileges may be suspended for a minimum of 6 months and up to one year at the discretion of the Library Director or their designee.** Level Two prohibited conduct includes, but is not limited to, the following:

- 1) While on the Library Premises, consuming any alcoholic beverage or possessing an open alcoholic beverage container pursuant to SBMC § 9.05.010.
- 2) Fraudulent use of another's Library card and/or number for any purpose.
- 3) Threatening or harassing behavior towards others including Library staff and members of the public including, but not limited to verbal threats, assault, stalking, unreasonable lurking, threatening gestures, harassment of a sexual nature or for purposes of intimidation.

**III. LEVEL THREE VIOLATIONS: Library Privileges will be suspended for one year.** Level Three prohibited conduct includes, but is not limited to, the following:

- 1) Battery of another, physical altercations involving violence or physical abuse of another.
- 2) Lewd acts and/or sexual misconduct carried out anywhere on the Library Premises.
- 3) Possessing and/or using weapons anywhere on the Library Premises including, but not limited to, knives/blades, firearms, crossbows, spears, clubs, batons or asps, baseball bats, chemical weapons such as pepper spray or mace, hand-to-hand combat weapons.
- 4) Destroying, vandalizing, or defacing the Library premises or Library property.
- 5) Altering Library computer software, hardware, servers, or digital media without the express permission of the Library Director or their designee.
- 6) Using, selling, or distributing a controlled substance (excluding a person's use of their own drug prescriptions prescribed by a medical doctor) anywhere on the Library Premises as described in the California Health and Safety Code §§ 11352, 11379, 11375.
- 7) Being of possession of what can reasonably be believed to be child sex abuse material anywhere on the Library premises or using any Library property to view, obtain, use, transfer, upload, or possess in any manner of child sex abuse material.

**APPEAL OF SUSPENSION:**

A patron whose Library privileges have been suspended may appeal the suspension by completing a Request for Reconsideration. The Request for Reconsideration must be signed by the patron who is the subject of the suspension, dated, and include the patron's contact information prior to being submitted to the Library Director **within 3 days** of the start of the suspension. The Library Director may reduce the penalty, rescind the penalty, or leave the penalty in place after having reviewed the pertinent facts. The person reviewing the appeal may not have any involvement in the patron's violation. If there was such involvement, the written appeal will be sent to the City Administrator's Office for the rendering of a written decision. The written decision is final with no further internal level of review.

- For Level One Violations: the suspension will be stayed until the Library Director or their designee completes their review and makes a final determination as to the suspension.
- For Level Two and Three Violations: The suspension will remain in effect during the appeal process. The written appeal will be reviewed and a final determination made by the Library Director or their designee within 10 business days of the receipt of the appeal request.