



SANTA BARBARA PUBLIC LIBRARY

RULES OF CONDUCT

Welcome to the Santa Barbara Public Library. These rules of conduct are for the comfort, safety and protection of all Library patrons and Library staff and apply to all Library Branches. Library staff will firmly and courteously enforce these rules.

We ask for your cooperation in maintaining an environment conducive to enjoyable use of the Library for all.

I. DANGEROUS, DESTRUCTIVE, OR ILLEGAL CONDUCT:

- Physical abuse or assault;
- Fighting or challenging to fight;
- Making violent and threatening statements;
- Engaging in or soliciting any sexual act; and
- Damaging or destroying Library property.

NO ACTIVITIES THAT UNREASONABLY INTERFERE WITH OTHER PATRONS' USE OF THE LIBRARY ARE ALLOWED

These examples are provided as an illustration. This is not an exhaustive list. Any patron displaying any dangerous, destructive, or illegal behaviors will be instructed to leave the Library immediately. Police will be called and appropriate legal action will follow. **In addition to immediate removal from the Library and possible criminal prosecution, a patron exhibiting such behaviors will have their Library privileges suspended for up to one year, depending upon the severity of the situation. Furthermore, any patron threatening or harassing library staff will cause to have a Restraining Order filed against them by the City Attorney's Office.**

II. OTHER PROHIBITED CONDUCT:

These examples are provided as an illustration. **This is not an exhaustive list.**

General

1. Refusal to follow direction from Library staff.

Illegal Activities

2. Engaging in any activity prohibited by law.
3. Threatening or harassing behavior (including, but not limited to, battery, verbal threats, stalking, offensive staring, gestures or touching).
4. The following are prohibited: Weapons, Alcoholic Beverages, Illegal substances, exhibiting signs of being under the influence of alcohol or drugs.
5. Leaving the Library with materials that have not been checked out.
6. Smoking (including the use of e-cigarettes or vape pens) inside Library facilities or anywhere on Library property.
7. Fraudulent use of another's Library card and/or number for any purpose.
8. Leaving animals unattended anywhere on Library property. Animals must remain under the control of their owners, per Santa Barbara Municipal Code §6.08.020.

Use of Library Space and Equipment

9. Entering Library with animals other than service animals authorized by the Americans with Disabilities Act.9.
10. Bringing bedding, including but not limited to sleeping bags, bed-rolls, mats, or blankets (blankets for small children are acceptable) into the Library or onto Library grounds.
11. People, animals or property must not block aisles, doorways, stairways, elevators or ramps. In order to facilitate this, **objects larger than 27" x 21" x 14" such as carts and luggage, or a combination of personal items that make up a similar area, may not be brought onto Library grounds or into Library facilities**, with the exception of wheelchairs and strollers used for the actual transport of a person or child.
12. Personal belongings may not be left unattended in library facilities or on grounds. Unattended items will be removed and are subject to the City of Santa Barbara Policy on Lost and Unclaimed Personal Property and Abandoned Property Found on City-Owned Property.
13. Using Library facilities or grounds for other than their intended purpose, including: remaining on Library exterior premises more than 60 minutes, using library restrooms or water fountains for bathing, shaving, or washing clothing or dishes. Loitering in the restrooms.

14. Misusing Library spaces that are designated for particular Library users. Such spaces vary and include, but are not limited to:

- Children's Rooms: reserved for children under 18 and their caregivers, or customers using the children's collections at the discretion of Library staff.
- Teen Space: reserved for patrons between the ages of 12 and 18, or patrons using teen collections at the discretion of Library staff.
- Adult Education: reserved for patrons using the resources in the Adult Education Center.

15. Altering Library computer software or hardware.

16. Eating anywhere other than a designated eating area inside the Library.

17. Drinking nonalcoholic beverages without a secure top placed on.

Use of Public Space

18. Using more than one seat or table space per person.
19. Disturbing or annoying anyone with loud and/or unreasonable noise including but not limited to talking loudly in a manner that disturbs other; Talking loudly on cell phones (ringers must be set to the "vibrate" setting); The use of electronic devices such as radios, music players, video games and computers **without headphones**. The volume must be inaudible to others.
20. Emitting strong, pervasive odors, including odors caused by perfume or poor personal hygiene, so as to interfere with other patrons' ability to use the Library.
21. Failing to wear shirt/top, pants/skirt, and shoes. Patrons may not remove shoes or garments covering their upper and lower torsos while in the library.
22. Recording, photographing, or filming persons in the library without prior consent from the Library Director or designee and from the person(s) being recorded, photographed or filmed.
23. Leaving children under the age of eight (8) unattended by a parent or authorized person age 14 or older.
24. Entering Library with bicycles, riding skates, roller shoes, scooters, skateboards, or using other similar devices anywhere on Library Property, or locking bicycles or other similar devices to anything other than an official bike rack.

Use of Grounds

25. No oversized belongings such as carts may be brought on Library property or left on Library grounds.
26. Placing furniture on Library grounds.
27. Disregarding posted parking and vehicle laws.
28. Selling merchandise or services without written permission from the Library Director or designee.
29. Refusing to leave library premises at closing time or trespassing at any time.

ANY VIOLATION OF THESE LIBRARY RULES OR THE COMMISSION OF OTHER ILLEGAL CONDUCT IN THE LIBRARY MAY BE ADDRESSED IN THE FOLLOWING MANNER:

1. **INITIAL VIOLATION** (e.g. notification of violation and reference to Rules of Conduct);
2. **IF ASKED TO LEAVE** the Library due to refusal to correct the issue(s), patron suspended at minimum for one full week;
3. **SUSPENSION OF LIBRARY PRIVILEGES** including removal from, and denial of access to, all Santa Barbara Public Library services and facilities for a period to be determined by the Library Director or his/her designee. Suspension periods may be seven days, 30 days, six months, or one year. Guardians of minors may be notified. **IF POLICE ARE CALLED** due to refusal to leave the Library: Automatic suspension for at least six months.
4. **CRIMINAL SANCTIONS.** (Per Santa Barbara Municipal Code Section 2.28.030)

The above remedies may be cumulatively applied.

APPEAL OF SUSPENSION:

Anyone who has been suspended from Library for more than one full week may challenge the suspension. To request a review of the suspension:

SUBMIT A STATEMENT including the reasons for requesting an appeal. Sign, date, provide contact information, and deliver it to the Library Director **within 3 days** of the start of the suspension. The written appeal will be reviewed by the Library Director or his/her designee **within 10 business days of the receipt of the request**. The suspension will remain in effect during the appeal process. The Library Director's decision is final.

SANTA BARBARA MUNICIPAL CODE SECTION 2.28.030- DUTIES OF DIRECTOR:

The Library Director shall be responsible for the supervision and control of all personnel, materials, and equipment assigned to the Department, and for the performance of the functions of the Department, subject to the supervision of the City Administrator. The Library Director shall have the authority to promulgate and post facility specific regulations. No person shall violate any such regulations. Any person found to be in violation of a facility-specific regulation promulgated by the Library Director shall be subject to removal from the facility upon request of the Library Director or his or her designee. Such request, when made to law enforcement after refusal to comply, shall be a basis for forcible removal, citation or arrest.

Santa Barbara Municipal Codes, where cited, apply only to Library locations in the City of Santa Barbara.

Approved by Library Board of Trustees, June 11, 2019