LIBRARY RULES OF CONDUCT

The Santa Clara City Library and the Board of Library Trustees welcome you to read, write, research, study, and reflect in a safe, clean, quiet surroundings. The Santa Clara City Library includes Central Park Library, Mission Branch Library, Northside Branch Library, and the Bookmobile (collectively the "Library"). To ensure that all Library users have a positive experience, all visitors are expected to:

1. Respect the right of everyone in the Library to enjoy a pleasant environment.

   A. Follow all Library rules, policies, and procedures; comply with the requests of staff.
   B. Obey all applicable federal, state, and local laws and regulations.
   C. Treat others with courtesy and respect. Conduct that is threatening, harassing, and/or interferes with others' use and enjoyment of the library including, but not limited to, assault, verbal threats, stalking, offensive staring or offensive touching, will not be tolerated.
   D. Immediately report to library staff any behavior that violate these rules of conduct.
   E. Keep conversations throughout the library quiet and be mindful of noise levels. Some noise is expected in the children's area and occasionally in areas where library programming is taking place. Use of the library's outdoor spaces or designated cellphone areas are encouraged for social conversation.
   F. Individuals whose conduct or personal hygiene disturbs others may be asked to leave the library.
   G. Turn off or disable any audible equipment before entering the library.
   H. Respect the privacy rights of others.
   I. For photography or filming activities on library premises, refer to the Library Audiovisual and Camera Equipment Policy.
   J. Smoking, including e-cigarette and vaping devices, are not permitted anywhere in the library or within 50 feet of any entrance.

2. Keep your Library a safe place.

   A. For their safety, children age 10 or under must be supervised by an adult or responsible caregiver at all times, refer to the Policy for Children Visiting the Library.
   B. Secure/monitor your property at all times; the Library is not responsible for loss or theft.
   C. Avoid activities on library premises that could cause injury to you or to others.
   D. Large bulky items—or any item that might create a health or safety hazard—must be left outside and be removed when you leave.
   E. Library entrances, exits, elevators, stairs, or aisles may not be blocked.
   F. Appropriate clothing, including footwear, must be worn in the library.

G. Using, possessing, distributing alcohol or illegal drugs is not allowed on library premises. In addition, persons under the influence of alcohol or illegal drugs will be asked to leave.
H. Possession of firearms, or weapons of any kind is a violation of California Penal Code §172(b) and is strictly forbidden.
I. The children's area of the library is reserved for children, their parents or responsible caregivers, and adults interested in children's literature, such as teachers and college students taking children's literature classes. Adults unaccompanied by a child or children may be assisted by staff or asked to move to another area of the library.
J. Exhibiting harmful matter to minors is a misdemeanor under California Penal Code §311.11, whether in print or on a computer screen.

3. Treat your Library appropriately and with respect.

A. To avoid spills, stains, attracting pests, and damaging library materials and furnishings, no eating or display of open food/liquid containers are allowed inside the library. At the Central Park Library food may be consumed in the designated library café area. On occasions where food or drink are provided as part of a library program, exceptions may be permitted.
B. Parents or responsible caregivers that provide light food or drink to their child in the children's area is permitted.
C. Only drinks in secure spill-proof mugs or bottles are allowed inside the library.
D. Use library facility, materials, equipment, and furnishings as intended; refrain from moving or sleeping on library furniture.
E. Bathing or laundering is not allowed in library restrooms.
F. Defacing, damaging, or soiling library property, materials, equipment, and/or furnishings is prohibited. Malicious damage and/or destruction of library materials or property may be prosecuted under California Penal Code §594.
G. Underlining, highlighting, writing on or removing pages from library materials is prohibited.
H. Library facilities may not be used for conducting or soliciting business without approval from the Library Administration; panhandling is not permitted.
I. Refer to the Policy for the Use of Library Grounds for any activities that include speaking or distribution of written information.
J. Only service animals, as defined by the Americans with Disabilities Act, or animals involved in library-sponsored programs are allowed in the library; no unattended animals or social/emotional support animals are allowed.
K. Use library facilities and spaces in a manner that does not monopolize such spaces to the exclusion of others.

ENFORCEMENT

To ensure that all library visitors have a safe and enjoyable experience at the Library, and in order to be fair and equitable in the application of library polices, upon determining that an individual has failed to comply with these rules of conduct or other library policy, library staff and security staff shall follow the following procedures.

In the event of a first-time, minor violation, staff may:

1. Ask the individual to stop the noncompliant behavior; and/or
2. Warn that the individual may be required to leave the library for the day if noncompliant behavior does not stop.

If the conduct continues or in the event of a first-time, severe violation, in addition to the above, staff may suspend the individual's library privileges for the remainder of the day.

Please note, in the event of a severe infraction or repeated behavior in violation of library policies, staff may recommend that an individual be suspended for more than one day. Depending on the severity of the conduct, extended suspensions may range from one-week to a permanent ban.

In the event an extended suspension is recommended:

1. An incident report will be prepared and include staff's recommendation that the individual's library privileges be suspended at one or more branches.
2. The City Librarian or designee shall determine whether an extended suspension is warranted and issue a letter to the individual informing them of the grounds for the suspension.
3. In the case of a minor (under the age of 18), the library will attempt to notify the parent or guardian and provide the parent or guardian a copy of the suspension letter.
4. The individual may appeal an extended suspension in writing within seven (7) days of receipt of the suspension letter. Appeals will be reviewed by the City Librarian within thirty (30) days thereafter, during which time the suspension will remain in effect. The City Librarian's decision is final.

Revised and Approved by the Board of Library Trustees, May 5, 2025