

LIBRARY POLICY: A-11 EFFECTIVE DATE: 9/13/11 (This policy supersedes 08/07/06)SUBJECT: Public Conduct in the Library

POLICY:

The Sunnyvale Public Library and the Board of Library Trustees welcome you to the Library facility and hope that you enjoy your time here. **Please respect the right of everyone to enjoy a pleasant, safe library environment.** In order to provide a positive, safe and equitable experience at the Library, we ask you to observe the following rules and comply with staff member direction.

- Behave with courtesy and respect to others. Patrons exhibiting any behavior that is disruptive, threatening, abusive, bothersome or questionable in any way may be asked to leave the Library.
- **Wear shoes and shirts at all times in the Library.**
- Silence personal electronic devices such as cell phones, computers, pagers or music players that would disturb other Library users. Keep voices **at a low level. Refrain from talking in areas of the Library that have been designated as “Quiet Areas.”**
- Consume all food and drinks (except **covered non-alcoholic drinks**) outside the Library.
- **Library users causing strong pervasive odors that disturb others may be asked to leave.**
- Smoking, drugs and alcoholic beverages are not allowed in the Library.
- Taking photographs of Library customers or staff without their permission is prohibited.
- Obey all applicable federal, state and local laws.
- **Keep all** personal items with you. The Library cannot be responsible for unattended items. **Unattended items are subject to confiscation.**
- **Leave** large or bulky items or objects that might create a safety hazard or nuisance outside the Library.
- **Use only one chair per person with all personal items.**
- Keep bicycles, **scooters and large** carts outside the Library.
- **Do** not ride skateboards, bicycles, rollerblades, scooters, etc., that could cause injury to you or others, while in or around the Library.
- Directly supervise children under 8 years of age, **while they are** in the Library. **Supervision should be by a responsible adult.**
- Use the Library facility, equipment, materials and furnishings as intended. Refrain from tilting chairs, placing feet on furniture or moving furniture.
- **Damaging and/or destroying** Library materials or property **is** subject to prosecution. (*California Penal Code Section 594*)
- **Bringing any animals, except service animals, such as guide dogs, into the Library is not permitted.**
- Sleeping, bathing, shaving, washing clothes, etc., are not permitted in the Library.

PREPARED BY: Susan Denniston

4/27/11

Date

This policy was approved on 09/13/11 and is to be included in the Library Policy Manual.

Lisa G. Rosenblum
Director of Library and Community Services

LIBRARY POLICY: A-11

EFFECTIVE DATE: 8/7/06 (This policy supersedes 02/07/05)
This policy also supercedes and deletes Policy A-63: Cell Phone Use at the Sunnyvale Library - 07/07/03

SUBJECT: Public Conduct in the Library

POLICY:

The Sunnyvale Public Library and the Board of Library Trustees welcome you to the Library facility and hope that you enjoy your time here. In order to provide a positive, safe and equitable experience at the Library, we ask you to observe the following rules and comply with staff member direction.

Please respect the right of everyone to enjoy a pleasant library environment.

- Behave with courtesy and respect to others. Patrons exhibiting any behavior that is disruptive, threatening, abusive, bothersome or questionable in any way may be asked to leave the Library.
- Silence personal electronic devices such as cell phones, computers, pagers or music players that would disturb other Library users. Keep voices down and conversations at a minimum.
- Several areas of the Library have been designated as "Quiet Areas." Refrain from talking in those areas.
- Consume all food and drinks (except bottled water) outside the Library.
- Individuals whose bodily hygiene disturbs others will be asked to leave the Library.
- Smoking, drugs and alcoholic beverages are not allowed in the Library.
- Taking photographs of Library customers or staff without their permission is prohibited.
- Obey all applicable federal, state and local laws.

Please keep the Library a safe place.

- Keep personal items with you. The Library cannot be responsible for unattended items.
- Large or bulky items or objects that might create a safety hazard or nuisance must be left outside the Library.
- Keep bicycles or carts outside the Library.
- While in or around the Library, do not ride skateboards, bicycles, rollerblades, scooters, etc., that could cause injury to you or others.
- For their safety, children under 8 years of age must be directly supervised by a responsible adult in the Library.

Please treat the Library with respect.

- Use the Library facility, equipment, materials and furnishings as intended. Refrain from tilting chairs, placing feet on furniture or moving furniture.

- Malicious damage and/or destruction of Library materials or property are subject to prosecution. (*California Penal Code* Section 594)
- Only service animals such as guide dogs are permitted in the Library. All other animals must remain outside.
- Sleeping, bathing, shaving, washing clothes, etc., are not permitted in the Library.

PREPARED BY: Susan Denniston

7/28/06

Date

This policy was approved on 8/8/06 and is to be included in the Library Policy Manual.



Deborah L. Barrow
Director of Libraries