

# Placentia Library District

## POLICY MANUAL

**POLICY TITLE:** Rules of Conduct Policy  
**POLICY NUMBER:** 6065

Welcome to the Placentia Library District. We are committed to providing our patrons a safe and inviting environment.

The District's Rules of Conduct has been established to protect the rights and safety of District patrons, volunteers, and staff, and preserve and protect the District's materials, equipment, facility, and grounds.

For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions are examples of conduct not allowed on Library property:

- 6065.1** Committing or attempting to commit in any activity prohibited by law.
- 6065.2** Using cell phones and other personal electronics in a manner that disturbs others. Audible cell phones and personal electronics must be used on silent or vibrate mode with the use of headphones. All cell phone calls must be taken outside the library.
- 6065.3** Photography or filming that disrupts a patron's use of the facility or prevents staff from performing their duties is prohibited.
- 6065.4** Smoking and/or selling of any tobacco product, marijuana or marijuana products, including vaping, inside the library and in the Outdoor Library Experience (OLE) area is prohibited. Disposal of any part of any tobacco product, marijuana or marijuana products on District property is prohibited.
- 6065.5** Consuming and/or selling any alcoholic liquor on District property is prohibited. Patrons who inhale, breathe or drink any compound, liquid, chemical, or any substance known as glue, adhesive cement, mucilage, dope, or any other material or substance or combination thereof with the intent of becoming intoxicated, elated, dazed, paralyzed, irrational, or in any other manner changing, distorting or disturbing the eyesight, thinking process, judgment, balance, or coordination of such patron. For the purpose of this section, any such condition so induced shall be deemed to be an intoxicated condition.
- 6065.6** Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching/kissing, and obscene acts.
- 6065.7** Eating or drinking, except in areas designated for those purposes. Closed lid drinks are acceptable. Please refer to Policy 6040 – Beverage & Food Policy for additional information.

- 6065.8** Carrying firearms and dangerous weapons of any type except by law enforcement only.
- 6065.9** In possession of wheeled devices in the Library or on Library grounds, except in designated areas, including use of skateboards, roller-skates, bicycles, motorized or non-motorized scooters, and shopping carts. Motorized ADA assistive devices, wheelchairs, walkers, and strollers are exempt. Wheeled devices may be concealed in backpacks.
- 6065.10** Using restrooms for bathing and/or personal hygiene activities.
- 6065.11** Soliciting or conducting surveys not authorized by the Library.
- 6065.12** Bringing pets or animals, other than service animals necessary for disabilities, into the Library, except as authorized by the Library Director.
- 6065.13** Entering or being in the Library barefoot, without a shirt, or being otherwise attired so as to be disruptive to the Library environment. Sitting on the floor, except during District events and programs, is not permitted.
- 6065.14** Lying down or sleeping in the restrooms, or on any floor, or couch, table or seat in the Library.
- 6065.15** Articles that measure more than 16"W x 20"H x 12"D are not permitted on District property.
- 6065.16** Moving Library furniture and/or equipment, and putting feet on, standing on, or jumping on furniture; or blocking aisles, exits or entrances.
- 6065.17** Patron will be financially responsible for any damages to District property, furniture, and/or equipment.
- 6065.18** Use of personal extension cords, Ethernet cables or equipment with exposed wirings, except in the Barbara & Ed Hemmerling Group Study Rooms.

In addition, the following also apply to the Library Rules of Conduct:

- 6065.19** The Library is not responsible for children who are left unattended in or on the grounds of the Library.
- 6065.20** The Library is not responsible for personal items that are lost, stolen or damaged in or on the grounds of the Library.
- 6065.21** There shall be a maximum of two people allowed at each public computer workstation unless otherwise authorized by Library staff.
- 6065.22** Loud, disorderly or disruptive behavior will not be tolerated.

**6065.23** The District is not responsible for children left unattended on District grounds.  
If a child under age 12 is left unattended after hours and the parents cannot be reached, the person-in-charge will call local law enforcement to pick-up and escort that child to the City of Placentia Police Station.

The Placentia Library District reserves the right to restrict the use of its facilities, premises, resources, and/or services to individuals who do not abide by the Library's Rules of Conduct and staff requests. Noncompliance with the Library's Rules of Conduct may result in an individual being required to leave the library premises or in arrest and prosecution.