

# LIVERMORE PUBLIC LIBRARY

## PATRON RESPONSIBILITY AND CONDUCT POLICY

### I. Policy

The Livermore Public Library seeks to maintain an atmosphere conducive to the acquisition of knowledge through reading, writing and quiet contemplation of ideas. The library attempts to provide a comfortable, safe and supportive informal atmosphere, welcoming all people in the community.

The Library assumes that principles of conduct will be observed by those in the Library. Consequently, Library patrons shall engage in the normal activities associated with the use of a public library while in the building. These activities are reading, studying or using library materials, programs and services. It is the patron's responsibility to maintain necessary and proper behavior standards to protect his/her individual rights and the rights and privileges of other patrons. Proper dress and conversation are also expected.

### II. Principles of Conduct

The Library serves various functions for Library users, including that of a community information place, a place to study and a place to find cultural and recreational materials and activities. All of these require traffic, movement and discourse. In balancing these various roles and functions, a reasonable noise level is acceptable and in most facilities is acoustically unavoidable.

When in any Livermore Public Library building, patrons must observe the following principles of conduct:

- speak in normal or quiet tones of voice,

- respect the rights, persons and property of others,

- respect Library property,

- maintain responsibility for the safety, well-being and conduct of children in their charge, and

- refrain from actions which are not conducive to reading and the enjoyable use of the Library.

- responsibly consume individually packaged snack foods and covered drinks

- use headphones or turn electronic devices to silent mode

### **III. Prohibited Activities**

The following activities and behaviors seriously interfere with the attainment of the primary purpose of the Library and are PROHIBITED in any Livermore Public Library building:

1. No smoking
2. No sleeping
3. No eating or drinking near computer workstations. No displaying open food or liquid containers
4. No disturbing or annoying anyone by loud and/or unreasonable noise including that of electronic devices
5. Use of abusive, threatening, harassing or insulting language and /or behavior will not be tolerated.
6. No animals (except service animals) are allowed in Library buildings.
7. Improper acts which are subject to prosecution under criminal or civil codes of law are prohibited.
8. Vehicles and other objects which constitute potential safety hazards to people in any Library facility may not be brought into the facility.
9. No object may be placed adjacent to any exit or entrance on the inside or outside of any Library facility which poses a safety hazard to persons entering or exiting the Library facility.
10. Individuals must wear shirts and shoes when in the Library.
11. Personally monopolizing library space, seating, tables or equipment to the exclusion of other patrons or staff is not permitted.
12. Soliciting, selling or begging is not permitted.

### **IV. Violations or Principles of Conduct and Prohibited Activities**

Maintenance of proper conduct in the Library is one of the responsibilities of Library staff. Staff have the authority to deal firmly and courteously with patrons who are violating the Principles of Conduct and Prohibited Activities. Actions taken by staff may include making the patron aware the behavior violates the principles of conduct or is prohibitive activity, warning the patron s/he will have to leave if the behavior does not change and telling the patron to leave the Library.

If the behavior involves illegal activity, such as child molestation, indecent exposure or destruction of Library property, Library staff have the authority to call the police and to ask the patron to remain on Library premises until the police arrive.

Anyone known to have violated any of the principles of conduct and prohibited activities may be excluded from the Library as a matter of administrative policy.

These the principles of conduct and prohibited activities have been formulated with the cooperation of the Livermore Police Department and the City Attorney's Office.

These principles of conduct and prohibited activities shall be posted in a prominent place in each Livermore Public Library facility with an indication that any patron who is confronted with a violation should immediately inform the nearest Library staff member.

Approved 1/19/95  
Livermore Public Library Board of Trustees  
Revised April 2002; Revised February 2004

**NOTICE TO PATRONS**

**OF THE  
LIVERMORE PUBLIC LIBRARY**

**PRINCIPLES OF CONDUCT**

Speak in normal or quiet tones of voice

Respect the rights, persons and property of others

Respect Library property

Maintain responsibility for the safety, well-being and conduct of children in your charge

Refrain from actions which are not conducive to reading and the enjoyable use of the Library

Responsibly consume individually packaged snack food and covered drinks

Use headphones or turn electronic devices to silent mode

**PROHIBITED ACTIVITIES**

The following activities and behaviors are **PROHIBITED** in any Livermore Public Library building. Anyone known to have violated any of the above rules may be excluded from the Library as a matter of administrative policy.

Improper acts which are subject to prosecution under criminal or civil codes of law are prohibited.

Use of abusive, threatening, harassing or insulting language and/or behavior will not be tolerated.

Vehicles and other objects which constitute potential safety hazards to people in any Library facility may not be brought into the facility.

No object may be placed adjacent to any exit or entrance on the inside or outside of any Library facility which poses a safety hazard to persons entering or exiting a Library facility.

No smoking.

No sleeping.

No eating or drinking near computer workstations.

No disturbing or annoying anyone by loud and/or unreasonable noise including that of electronic devices.

No animals (except service animals) are allowed in Library buildings.

Individuals must wear shirts and shoes when in the Library.

Soliciting, selling or begging is not permitted.

Maintenance of proper conduct in the library is one of the responsibilities of Library staff. Staff have the authority to deal firmly and courteously with patrons who are violating the Principles of Conduct and Prohibited Activities. Actions taken by the staff may include: making the patron aware the behavior violates the principles of conduct or is a prohibited activity, warning the patron that he/she will have to leave if the behavior does not change and telling the patron to leave the library. If behavior involves illegal activity such as child molestation, indecent exposure or destruction of library property, Library staff have the authority to call the police and to ask the patron to remain on Library premises until police arrive.

If you are confronted with the violation of any of the above Principles of Conduct or Prohibited Activities, please immediately inform the nearest Library staff member.

Approved 1/19/95  
Livermore Public Library Board of Trustees