

SANTA CLARA COUNTY LIBRARY DISTRICT POLICY AND PROCEDURE MANUAL**SUBJECT: Behavior Policy**

To ensure that each person can benefit from Library District access—in a non-judgmental, safe, and welcoming learning environment—the following behaviors are prohibited:

- Assaulting, harassing, stalking, staring, or threatening the public or staff, including photographing or recording without consent
- Bathing, laundering, or other inappropriate uses of the restroom
- Blocking or monopolizing library access to entrances, seating, or walkways with body or personal property, including cords, skateboards, strollers, or other transportation items not for accessibility purposes; these must be parked outside or in a designated area; oversized personal belongings are generally not allowed and include extra-large suitcases or large bags
- Disrupting use of the library through activity, inappropriate language, leaving a mess, snoring, solicitation, or volume
- Drinking or eating at computers, in study rooms, or having food with pervasive odor
- Entering staff area without permission
- Hygiene issues or pervasive odor, which is a nuisance to the public or staff, including personal property such as bedding
- Illegal activity based on federal, state, or local law, including damaging or theft of library property
- Intoxication, drinking alcohol, or smoking, including electronic smoking
- Not following the Internet Policy
- Not wearing shirt or shoes
- Pets and non-service animals (as defined by the ADA); leashed emotional support animals allowed at discretion of library management
- Unattended children; unaccompanied adults in the children or teen area may be asked to leave

Persons failing to follow the Library District's policies may be asked to leave or be suspended from using the library. Refusing to leave may result in the Library contacting law enforcement. Suspension length will be determined by library management, and will be based on the severity of the behavior. Suspended persons may appeal their suspension within seven days of the delivered suspension by writing the County Librarian or Deputy County Librarian at 1370 Dell Avenue, Campbell, CA 95008.

Form:

Next update: 1/20

Index Term:

Reference: adopted
by JPA on June 5,
2014Policy Author:
Deputy County
Librarian