

## SOUTH SAN FRANCISCO PUBLIC LIBRARY USE POLICY

It is the goal of the Library Board of Trustees and staff of South San Francisco Public Library for all visitors to enjoy an accessible, positive and safe experience when using the library. This policy is designed to ensure Library facilities serve their primary purposes, including the provision of a quiet and orderly environment in which people may read, study, use library materials and equipment, and contemplate. The rules may regulate disruptive behavior, noise, offensive odors, health and sanitation hazards, and bringing possessions, materials, or objects into the Library which are likely to interfere with its use by others. The rules may not unreasonably or unfairly restrict access to libraries by any person or group.

**A. The following behaviors are not allowed in library facilities , including lobby, hallway and restroom areas, and/or are prohibited by law:**

1. Damage, destruction, or theft of City property, tampering with computer hardware and/or software, and other illegal activities including graffiti, vandalism, smoking (including e-cigarettes or vaping), carrying of firearms, weapons, stun guns and tasers, or circumvention of security systems.
2. Alcohol use and/or open bottles of alcohol, unless authorized as part of a library program.
3. Use of abusive and/or cursing language, gestures, activities.
4. Engaging in or threatening physical assault or abuse; threatening or harassing other patrons or City staff, including, but not limited to: following, stalking, leering, staring, lurking, offensive touching, obscene acts such as indecent exposure, bullying.
5. Obstructing entrances or exits or interfering with the ability of the public or City staff to freely enter or exit City library facilities.
6. Soliciting, panhandling, or attempting to sell items for fundraising or other commercial purposes within City library facilities not part of an approved City program or City-initiated nonprofit such as Friends of the Library, South San Francisco Public Library Foundation or Friends of Parks and Recreation.
7. Disruptive behavior (including running and jumping) such as loud conversations on cell phones or in person, operating any electronic device used for sound without an earphone(s), or other noise and loitering in groups for any unlawful purpose.
8. Obstructing pathways, stairways, seating or access to resources with belongings and/or by sitting or lying on the floor; backpacks and other personal items must fit under tables or chairs.
9. Bringing personal items into City library facilities that pose a health or safety risk to the public and to City staff, including but not limited to mattresses, bedrolls, trash bags as storage for excess personal items, garbage, or recycling

10. Drinking beverages or eating in Library collection and computer spaces, with the exception of food served as part of a City or library program or event. Beverages in closed containers are acceptable. Snacks are allowed in library meeting rooms and facility lobby areas and must be disposed of in the proper trash receptacles.
11. Sleeping, bathing, shaving, washing hair, washing clothes, placing feet or footwear on furniture.
12. Strong odors including those caused by fragrance products and/or lack of personal hygiene.
13. Having bare feet, being shirtless, or being pant-less.
14. Leaving personal belongings unattended. Please keep all personal items with you at all times.
15. Moving furniture or fixtures into pathways and/or equipment such as computers or other hardware.
16. Using skateboards, roller blades, rolling shoes, etc. in the City library facilities or on City property in a manner that disrupts access to or use of the facilities; bringing bicycles or rolling containers used for storage, such as shopping carts, luggage and strollers, into the facilities; if they don't fit comfortably under the chair or table of occupant these must be left or secured outside.
17. Bringing animals or pets into City library facilities. However, licensed and certified service animals are permitted to enter library facilities. A handler will be told to remove a service animal from a library facility if the service animal is not under control of their handler and the animal's handler does not take effective action to control it, or the animal is not housebroken. (28 CFR §35.136(a) and (b).) A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
18. Use of open flames.
19. Viewing or displaying obscene content on computers or personal devices.
20. Unauthorized presence in City staff-designated areas; unauthorized entering or remaining inside facilities before or after posted hours of operation.
21. Failure to comply with City staff requests and guidelines relating to a local public health emergency: You may be asked to leave the facility if a local public health emergency has been declared and you exhibit any symptoms of the related illness, or if the City has instituted use guidelines in response to a public health emergency and you fail to comply with the guidelines
22. All other actions in violation of other library policies, including the Internet and

## Computer Use Policy.

### **B. Unattended Children**

Parents are responsible for the behavior and safety of their children using the Library. Children under the age of ten years must be closely accompanied at all times by a parent or responsible adult caregiver. The police may be called when children are left unattended.

### **C. Youth Library**

The Youth Library is limited to persons under age 18 or through high school (hereinafter “Children and Teen”) and their accompanying parent, caregiver, or teacher, and those using the Children’s and Teen collections. For safety, computers in the Youth Library may only be used by Children and Teens; their accompanying parent, caregiver or teacher may assist them.

The Grand Library meeting room is reserved for Children and Teen reading and study, Monday through Friday, during school year operating days, from 2:00 p.m. to 6:00 p.m.

When a patron behaves in a manner that violates this policy, Library Staff may ask patron to leave the City library facility with or without warning, may contact law enforcement if necessary, and/or may suspend the patron from use of the City library facilities, in accordance with the *Suspension of Library Privileges Policy* and accompanying *Suspension of Library Privileges Policy for Appeals Procedure*.

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