



July 22, 2010

TO: Sacramento Public Library Authority Board Members

**FROM: Don Tucker, Director of Facilities
Manuel Muñoz, Safety Coordinator**

RE: Revised Rules of Conduct

RECOMMENDED ACTION:

- 1. Adopt** the revised Rules of Conduct as set forth in Exhibit A.
- 2. Direct** the Library Director to develop administrative procedures for consistent communication and enforcement of the revised Rules of Conduct

BACKGROUND AND REASON FOR RECOMMENDATION

The Sacramento Public Library staff strives to provide clean, comfortable, and safe facilities for use by our communities. To protect the rights and safety of Library patrons, volunteers, and staff, and to preserve and protect the Library's materials, equipment, facilities, and grounds staff is recommending these revised Rules of Conduct.

Standards and rules of library behavior have been established for the benefit of all patrons. The current Rules of Conduct were adopted in March, 2007. This revision is needed to provide a structure for our staff and security guards to address behavior problems experienced in the Library and not addressed in the current Rules of Conduct. The rules will be enforced in a fair and reasonable manner with the enforcement of restriction periods that vary in length based on the type of violation, with increasingly longer restriction periods for more serious violations.

Key changes in the new Rules of Conduct include a stronger emphasis on supervision of children, new guidelines on cell phone usage and loud conversations, and a more permissive policy on food and drinks. Beverages would be permitted in securely covered containers, and eating allowed in designated areas. The prohibited activity list now begins with a statement that includes any activity prohibited by law. It also includes a specific prohibition on tampering with Library computers and on moving furniture. These changes are proposed to address new or evolving issues in the public areas of the Library.

In order to ensure that the Rules of Conduct are consistently and uniformly enforced, staff is developing a separate procedures document and planning staff training.

ATTACHMENTS

Exhibit A: Rules of Conduct

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RULES OF CONDUCT

Welcome to the Sacramento Public Library

To best serve all library users and staff, certain standards and rules of library behavior have been established. Behavior becomes unacceptable when it interferes with the appropriate use of the library by others and when it could result in a safety hazard, injury, or damage to library property.

FOR THE SAFETY AND COMFORT OF ALL:

- ❖ Comply with staff requests.
- ❖ Be responsible for the conduct of children in your care
- ❖ Do not leave children under the age of 8 unsupervised.
- ❖ Dress appropriately.
- ❖ Use cell phones in designated areas only, set ringers to silent or vibrate and speak in a manner that is not disruptive to others.
- ❖ Do not leave personal items unattended. The library is not responsible for items that are lost, stolen or damaged in or on the grounds of the library.
- ❖ Be considerate of fellow library users; do not harass, intimidate or disturb them.
- ❖ Maintain orderly and safe entry/exit by not loitering in high traffic areas, doorways, aisles and stairways.
- ❖ Eat and drink in designated areas only. Beverages in securely covered containers are permitted.
- ❖ Respect one another. Address concerns about fellow library patrons to library staff.

PROHIBITED AT THE SACRAMENTO PUBLIC LIBRARY :

- ❖ Engaging in any activity prohibited by law.
- ❖ Weapons.
- ❖ Physical assault.
- ❖ Using tobacco products, alcohol, illegal drugs or being under the influence of either.
- ❖ Defacing, damaging or destroying library property or materials.
- ❖ Inappropriate use of restroom facilities.
- ❖ Offensive, pervasive odor that interferes with others' use and quiet enjoyment of the library.
- ❖ Animals other than service animals.
- ❖ Soliciting, panhandling.
- ❖ Tampering with or using computers in a manner that violates library usage policy.
- ❖ Loud disruptive noise, or using offensive language, gestures or behavior.
- ❖ Moving furniture.
- ❖ Sleeping.
- ❖ Using rollerblades, skateboards, scooters or similar devices.

These rules of conduct are for the comfort, safety and protection of all library patrons and library staff. Persons not abiding by these or other library rules may be asked to leave the premises and/or have their library privileges suspended. Library staff and library security guards will firmly and courteously enforce these rules. We ask your cooperation in maintaining an environment conducive to enjoyable use of the Library for all. Thank you!

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