



CITY OF REDDING, CALIFORNIA
REDDING MUNICIPAL LIBRARY BOARD POLICY

SUBJECT:	RESOLUTION NUMBER	POLICY NUMBER	EFFECTIVE DATE	PAGE
Shasta Public Libraries Code of Conduct	2017-001	8	10/20/09	1

BACKGROUND

The Shasta Public Libraries (Library) MISSION provide information, lifelong learning, inspiration and enjoyment to people of all ages through reading and technology.

PURPOSE

This policy is written to provide general guidelines for appropriate conduct for anyone visiting the Shasta Public Libraries

POLICY

General Policies:

Shasta Public Libraries are open to the general public. Everyone has the right to use library services and resources provided his or her behavior does not unreasonably interfere with the rights of others to do the same. Library users are to be considerate of others in the libraries. Customers are expected to treat other users and staff with courtesy and respect.

- Library users need to keep conversations quiet. Prolonged conversations are allowed only in study rooms, lobbies or others areas specifically designated for such use.
- Library users must refrain from directing obscene or verbally abusive language toward customers or staff.
- Seeking or obtaining signatures on any petition, conducting surveys or investigations, distributing printed materials, or soliciting is prohibited inside the library.*
- Cell phone use is allowed in designated areas only.
- Children under the age of eleven shall not be left unattended by their responsible adult guardian.
- Customers will respect furnishings and equipment and materials by using them appropriately.
- Customers will respect other users' privacy.
- Drinks are permitted in unbreakable, spill-proof containers that have sip-through lids or unbreakable screw-top bottles. Food is not permitted.
- Individuals may not utilize the libraries' public restrooms to bathe, shave, wash clothes, or cook.
- Library users must refrain from smoking in the libraries or on Redding library premises. Smoke or "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco, chemical substance or plant product intended for inhalation, including hookahs and



CITY OF REDDING, CALIFORNIA
REDDING MUNICIPAL LIBRARY BOARD POLICY

SUBJECT:	RESOLUTION NUMBER	POLICY NUMBER	EFFECTIVE DATE	PAGE
Shasta Public Libraries Code of Conduct	2017-001	8	10/20/09	2

marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form which can be used to deliver an inhaled dose of nicotine or other substance to the user.

- Individuals shall not be on the library premises while under the influence or in possession of alcohol or illegal substances in accordance with the law.
- Bicycles must be secured in the bike rack. Skates, skateboards and collapsible scooters must be carried.
- Carrying a weapon is not allowed unless authorized by law.
- Large containers, packages, parcels or bundles that impede movement within the libraries or that take up an unreasonable amount of space are not permitted.
- All containers, packages, parcels or bundles that are brought into the libraries are subject to inspection.
- It is unlawful for any person to fail to obey a directive from library personnel to cease and desist from the violation of any regulation, statute, or ordinance applicable to the use of the library.

Authority:

The Redding Municipal Library Board delegates to the Library Director the responsibility for administering library policies and established procedures for their implementation, and for making the policies available to the public at each library location and via the library web pages.

If a customer exhibits behavior that violates the code of conduct, Library staff will first inform and educate the customer of the Libraries' Code of Conduct and seek voluntary compliance. If the customer continues with behavior inconsistent with the Code of Conduct and constitutes a threat to other library customers or library staff, then the Library can suspend a customer from the Libraries' premises by following the procedures outlined below. The police or sheriff may be called in to assist as needed.

- Library management staff has the authority to suspend from the Library for one day customers whose inappropriate behavior has been witnessed and documented.
- In the event that a customer's behavior constitutes an imminent or serious threat to library property, other library customers or staff, or prevents staff or customers from using the library services, furniture, facilities or materials for their intended use, the Library Director will evaluate the circumstances and may suspend the customer from the Library for up to one year. The Library Director shall provide a written letter outlining his/her determination to the customer, if available, and the Community Services Director.



CITY OF REDDING, CALIFORNIA
REDDING MUNICIPAL LIBRARY BOARD POLICY

SUBJECT:	RESOLUTION NUMBER	POLICY NUMBER	EFFECTIVE DATE	PAGE
Shasta Public Libraries Code of Conduct	2017-001	8	10/20/09	3

- Suspension or exclusion from library premises denies the customer access to the building, grounds and services of any library within the Shasta Public Libraries system as well as telephone reference. The customer may still access from an off-site computer the Library's web page and any databases available through that site.
- If the individual who has been suspended wishes to appeal the decision, then the notification must be made in writing to the Community Services Director within thirty (30) days from the date of the exclusion. The appeal will be heard within forty-five (45) days from the date that the appeal was filed at a regular scheduled meeting of the Shasta Public Libraries' Citizens Advisory Committee. Committee members will decide by a majority vote to uphold the exclusion if the behavior is a sufficient threat to the ability of the Library to operate in a safe manner or if the behavior prevents staff and customers from using library services, furniture, facilities and materials for their intended use. The suspension will be in effect until this vote is taken. Committee members will instruct the Community Services Director to contact the person making such an appeal by letter and inform him/her of the decision of the Committee.
- Any decision of the Shasta Public Libraries Citizens Advisory Committee to suspend a customer is a final decision and not appealable to the Board of Trustees of the Redding Municipal Library. Any person aggrieved by such a decision may obtain review of the order within ninety days by filing with the Shasta County Superior Court a petition for review pursuant to California Code of Civil Procedure Section 1094.5. Enforcement of any decision made pursuant to this policy shall be stayed during the pendency of a properly and timely filed petition for review.

Adopted by the Redding Municipal Library Board of Trustees 10/20/2009

Amended by the Redding Municipal Library Board of Trustees 11/15/2010

** Modified to comport with the Redding Municipal Library Board of Trustees' action on March 5, 2013.*

Amended by the Redding Municipal Library Board of Trustees 3/17/2014 by Resolution Number 2014-08

Amended by the Redding Municipal Library Board of Trustees 5/18/2014 by Resolution Number 2015-03

Amended by the Redding Municipal Library Board of Trustees 1/23/2017 by Resolution Number 2017-01