



CITY OF YORBA LINDA

4852 LAKEVIEW AVE.

CALIFORNIA 92886

YORBA LINDA PUBLIC LIBRARY

LIBRARY RULES OF CONDUCT

Welcome to Yorba Linda Public Library

The Yorba Linda Public Library is committed to providing a safe and welcoming environment for all. The following rules protect the rights and safety of library customers and staff, preserve and protect library materials, facility and property.

Any person who violates one or more of rules 1 through 3 while in or on library premises will be asked to leave immediately and excluded from library premises without first being given a warning. Any person so excluded shall lose all library privileges for a period of up to three years, and the incident may be reported to the appropriate law enforcement agency.

1. Committing or attempting to commit any activity that would constitute a violation of any federal, state or local criminal statute or ordinance.
2. Being under the influence of any intoxicating liquor or controlled substance. Possessing, selling, distributing or consuming any alcoholic beverage (unless authorized under facility rental use) or controlled substance.
3. Any form of sexual misconduct, including exposure, offensive touching or sexual harassment of customers or staff.

Any person who violates one or more of rules 4 through 13 while in or on library premises will be given up to one warning at the discretion of City staff; then the person will be asked to leave the premises for the day. If the violation involves threatening behavior or behavior that is significantly disruptive, then the person may be excluded for a longer period. Subsequent offenses by that person will result in that person being asked to leave and excluded from all library premises. Any person so excluded shall lose all library privileges for a period of up to one year.

4. Conduct that disturbs, harasses, annoys or harms customers or staff on library property or that hinders others from using the library or library materials, including, but not limited to, the use of threatening language or gestures, unreasonable noise, emitting strong, pervasive odors, and inappropriate use of library space. [Penal Code Section 415 "Fighting, Noise, Offensive Words"]
5. Behavior that disrupts or interferes with City employees in the performance of their duties. [California Penal Code Section 602.1(b)]
6. Damage, defacement, destruction, misuse or theft of library property. PARENTS/LEGAL GUARDIANS ARE LIABLE FOR ALL ACTS OF MINORS. [Education Code Section 19910 and 19911]

7. Only library-oriented materials may be brought into the library. Personal belongings such as sleeping rolls, luggage, etc. are not permitted on library property. Bringing a shopping cart or large wheeled conveyance onto library property is prohibited. Exceptions are made for wheelchairs or baby strollers being used for the transport of a human being. In addition, entering or remaining on premises with belongings that cannot be carried in a single trip and stored under a library chair or table without disturbing others is prohibited.
8. Bikes must be left outside of the library building at designated bike rack locations. Skateboards, scooters, and skates must be carried while on library property.
9. Climbing on building walls, planter walls, rooftops or other areas is prohibited.
10. Smoking is prohibited on library property including but not limited to walkways, steps, parking lots, and entrances. Smoking means engaging in an act that generates smoke, including but not limited to the lighting or possession of a cigar, cigarette, lighted pipe, or similar article using any form of tobacco in any form, and the use of an electronic smoking device/e-cigarette. Electronic smoking device means any electronic or battery-operated device that delivers vapors for inhalation. This term shall include every variation and type of such devices whether they are manufactured, distributed, marketed or sold as an electronic cigarette, an electronic cigar, an electronic cigarillo, an electronic pipe, an electronic hookah or any other product name or descriptor.
11. Alcoholic beverages are prohibited on library property (unless authorized under facility rental use). Non-alcoholic beverages in covered containers are permitted. Beverages without lids are prohibited in the library except for pre-approved events in designated areas. Food is prohibited in the library except for food used for pre-approved events in designated areas and for food to feed children three years and younger. Customers are liable for any damage caused to library property by their beverage or food item.
12. Bringing animals inside the library building, except for those in services to the disabled, in training for service to the disabled or in use for a library program, is prohibited.
13. Selling and solicitation are prohibited inside the library building except for library-related purposes and fundraising. See the "Conducting Business with Clients in the Library" policy for further information.

Any person who violates one or more of rules 14 through 19 while in or on library premises will be given up to two warnings at the discretion of City staff; then the person will be asked to leave the premises for the day. Subsequent offenses by that person will result in that person being asked to leave and excluded from all library premises. Any person so excluded shall lose all library privileges for a period of up to six months.

14. Sleeping (except by infants and small children) is prohibited.
15. Use of audio equipment from electronic devices that deliver sound is allowed in the library as long as they are used with earphones and do not disturb other customers.
16. Children five years of age or younger must be supervised by a responsible person 15 years of age or older at all times. See the "Unattended Child" policy for further information regarding children alone inside the library.

17. Electrical outlets are available for use throughout the library for charging mobile devices. Staff reserve the right to limit outlet use. Use may not restrict any library service or present a safety hazard risk.
18. Not following the reasonable direction of a City staff member.
19. Improperly using library restrooms, including, but not limited to, bathing, shaving, or washing hair.

In addition:

The Library is not responsible for personal items that are lost, stolen or damaged in or on the grounds of the library.

Staff is not liable for personal belongings and is under no obligation to retain or store personal belongings left at the library. If you leave the library, you must take your personal belongings with you. Staff retains the right to move unattended belongings to a non-public area. If books, backpacks or other personal belongings are left unattended for more than 30 minutes, items will be removed.

Staff retains the right to ask for and hold customer library cards or personal information (i.e. names and phone numbers) to use the study rooms.

Proper attire, including shoes and shirt, must be worn in the library.

Enforcement:

The above enumerated rules are not intended to be a complete list of violations but are intended for guidance only. City staff and/or local law enforcement officers are authorized to expel persons who, advised of the regulations above, fail to comply with them. Such personnel also reserve the right to take appropriate action(s) against any other behavior which can reasonably be deemed to be offensive to library customers and staff. The library reserves the right to limit or revoke library privileges due to customer non-compliance with these Library Rules of Conduct.

Staff may call the proper authorities when customers do not cooperate in observing these Library Rules of Conduct.

Any city, county or state ordinance or law regarding such activity as vagrancy, loitering, pandering and panhandling applies to the public library and shall be enforced on library property.

An individual whose library privileges have been limited or revoked may appeal the matter in writing to the Library Director within ten (10) calendar days from the date library privileges were limited or revoked. The Library Commission shall hold a hearing on such matter and render a decision which shall be final.

Thank you for helping to maintain a safe and enjoyable library environment for all.

Approved by Library Commission June 7, 2018
Revised June 3, 2021