

**BEAVERTON CITY LIBRARY
RULES FOR USE**

Adopted by the Library Advisory Board December 2007
Updated September 2016

PURPOSE

The library has established these rules of conduct to protect the rights and safety of library users and staff, and to preserve and protect library property.

POLICY

Guidelines for Library Use:

- Ask for help when necessary.
- Let the staff know if the library does not have the library material or service you would like.
- Be considerate of others using the library.
- Be responsible for your children while they are in the library.
The library staff cannot legally assume the parent's role. Parents or caregivers are required to monitor their children and are responsible for the children's behavior while in the library. Special guidelines may apply for library youth programs or events.
- Be responsible for personal belongings.

No Person Shall:

- 1. ENGAGE IN DISRUPTIVE, DISORDERLY OR UNSAFE CONDUCT.** Behavior that interferes with others' use of the library or with the ability of staff to perform their duties is prohibited. Examples of behavior or activities that may be disruptive include, but are not limited to: climbing, running, loud noise, throwing things, pushing and shoving or using profanity.
- 2. THREATEN, HARASS OR HARM LIBRARY USERS AND/OR STAFF.** Verbal or physical harassment or threats, including use of profanity, abusive or threatening language or gestures, is prohibited.

3. **DISTURB OTHERS BY TALKING LOUDLY OR MAKING NOISE.** Using personal electronic equipment at a volume that disturbs others is prohibited. Mobile devices must be silenced; take lengthy conversations to the lobby.
4. **DESTROY, DEFACE, MISUSE OR STEAL LIBRARY PROPERTY.**
5. **LEAVE CHILDREN UNDER 10 YEARS OF AGE UNATTENDED.** Refer to the library's *Safe Child Policy* for further explanation.
6. **SMOKE OR USE OTHER TOBACCO PRODUCTS.** Smoking, including vaping, is forbidden on all city property including parking lots.
7. **CONSUME FOOD OR DRINK THAT CREATES A NUISANCE.** Odor, garbage or spills are some examples of a nuisance caused by food or drink. Non-alcoholic beverages in closed containers and small amounts of snack food are allowed.
8. **WEAR CLOTHING THAT EXPOSES UNDERWEAR OR PRIVATE BODY PARTS, OR WOULD OTHERWISE BE DISRUPTIVE TO THE LIBRARY ENVIRONMENT.** Shoes and shirts must be worn at all times.
9. **CREATE OBSTACLES OR TAKE UP SEATING WITH PERSONAL BELONGINGS OR LEAVE ITEMS UNATTENDED.** Leave objects outside the library that could create a nuisance, an obstacle or take up seating space. If such an object must be brought into the library, it must be stored out of the way, such as under a table. Personal items are not to be left unattended and will not be held by staff. Bicycles may not be brought into the building.
10. **CONSUME OR BE UNDER THE INFLUENCE OF ALCOHOL OR ILLEGAL SUBSTANCES.**
11. **DISTURB OTHERS BECAUSE OF PERSONAL HYGIENE.** Body odor, head lice, strong perfume, dirty hands, muddy footwear are some examples of personal hygiene that may disturb others or damage library property.
12. **USE THE LIBRARY FOR SLEEPING.** Sleeping means a person's eyes are closed for more than a few minutes, and the person is not engaging in expressive activity.

- 13. BRING ANIMALS, EXCEPT SERVICE ANIMALS, INTO THE BUILDING** Only service animals needed to assist a library user with a disability, or animals that are part of a library program, are allowed.
- 14. SELL ANYTHING WITHOUT EXPRESS PERMISSION FROM THE CITY.**
- 15. CONDUCT SURVEYS, SOLICIT MONEY OR SIGNATURES INSIDE, OR ADJACENT TO, THE BUILDING OF THE MAIN LIBRARY.** Money or signatures may be solicited outside the library as long as they do not impede people from entering or exiting the building. The Library will presume that solicitations that occur within 20 feet of the Library impedes entrance and exit. No solicitations may be made in the parking lot or at the book drop because of safety concerns. The Murray Scholls Library is located on private property; all inquiries regarding activities outside the library should be directed to the property manager.
- 16. DISTRIBUTE MATERIALS INSIDE THE BUILDING.** Materials for posting or distribution inside the library must be submitted to a staff member for dissemination in designated places. Refer to *the Bulletin Board and Distribution of Free Materials Policies* for more information. No signs are to be placed outside on library property. Signs associated with a meeting being held in library meeting rooms may only be posted in designated sign holders adjacent to the meeting room entrance. Distribution of materials outside the library building shall comply with (15) above.
- 17. TAKE PHOTOS OR VIDEO OF LIBRARY STAFF, VOLUNTEERS OR OTHER PATRONS WITHOUT THEIR CONSENT.**
- 18. BRING WEAPONS INTO THE LIBRARY.**

ENFORCEMENT

The Library Director or the Director's designee will implement these rules. Unlawful activities will be reported to local law enforcement agencies. People who violate these rules will be asked to stop such actions. The library reserves the right to require anyone who violates these rules to leave the library premises. Refusal to leave when properly requested may result in arrest for trespassing. The library may deny permission for a person to enter the library building for a specified time if that person violates these rules, or if that person has engaged in criminal behavior on library premises. In the case of a minor being excluded, every attempt will be made to contact the child's parent or guardian to give notice of the exclusion.

If a child has been left unattended in the library, staff will attempt to locate the caregiver. If the caregiver cannot be located, or if the library is closing, law enforcement will be notified.

APPEAL

A person who has received notice that restricts future access to the library may appeal the Exclusion Notice by requesting a hearing. The request must be made in writing and filed at Beaverton City Library Director's Office within 10 days of receipt of the notice. The Library Director will schedule a hearing, which shall not take place more than one week after receipt of the written request. The hearing will be informal and the Library Director will consider testimony from library staff involved in the incident, from the person requesting the hearing, and from any other witnesses to the incident. At the conclusion of the hearing, the Library Director may affirm, modify, or cause the notice to be canceled. A written copy of the decision will be delivered or mailed within 10 days to the person making the appeal. This decision may be appealed to the Mayor of Beaverton or the Mayor's designee.