

ACCEPTABLE BEHAVIOR IN THE SAN BERNARDINO PUBLIC LIBRARY

It is the policy of San Bernardino Public Library to maintain an atmosphere conducive to reading, studying and research. Library users must refrain from exceeding acceptable noise levels, eating and drinking except in officially designated locations, and/or from any other disruptive behavior that impinges on the rights and needs of others. This policy is designed to protect the rights of individuals who are in the library or use library materials and/or services, to protect the rights of staff members to conduct library business without interference, and to preserve and protect library materials and facilities. Users violating these requirements will be subject to the following:

Guidelines

1. Any individual identified by San Bernardino Public Library staff as exhibiting unacceptable behavior will be asked to desist such behavior and/or leave the library.
2. If this individual refuses to comply, the police will be called to handle the situation.
3. Information on each incident will be documented on an Incident Report form. This confidential information may be used in any decision to restrict the individual's use of the City libraries.
4. The length of time of the suspension of library privileges will be commensurate with the offense and determined by the Library Management Team. Persons with suspended library privileges may appeal to the San Bernardino Public Library Board of Trustees for reinstatement.

Examples of unacceptable behavior

1. Food is not permitted in the library except in staff offices, employee break rooms and other designated areas. Water bottles are permitted with the exception of computer areas. No alcoholic beverages are permitted anywhere on library property without the prior written consent of the Library Board.
2. Roller skates, roller blades, or skateboards may not be used on library property.
3. Smoking or the use of tobacco products in the library is prohibited.
4. Individuals may not enter the library without shoes, shirt and pants, or dress/skirt. These items must be worn at all times while in the library.
5. The use of photography, film, or television equipment is prohibited without the prior permission of the Library Director or other staff member authorized to grant such permission.
6. Gambling of any kind, including games of chance, lotteries, raffles, or the sale of tickets for the same, are prohibited on library property.
7. Bicycles or other wheeled devices, other than baby carriages, walkers, and manual or motorized wheelchairs, may not be brought into library buildings, nor secured to anything other than a designated bicycle storage rack.
8. Animals are not allowed on library property, except for leader dogs for the blind, future leader dogs for the blind, dogs for the hearing impaired, other animals used

- to assist the disabled, or animals involved in library programs. Animals assisting the handicapped must be restrained. Any person claiming an animal, other than the above, is needed for assistance may be asked to produce documentation.
9. Panhandling, soliciting, circulating petitions, conducting interviews or surveys, selling, or other activities that result in the disruption of normal library activities, as determined by the library staff, are prohibited in the library building and within 50 feet of the library's entrance.
 10. Only library-oriented materials may be brought into the library. Items such as writing materials, book bags, briefcases, etc. are acceptable; sleeping bags, hiking equipment and other personal items are not. Any item larger than a briefcase could be questioned. Designated staff may ask the patron to leave personal items outside the library. The library is not responsible for unattended personal items whether inside or outside the library.
 11. Computer workstations are to be used only for intended or designated purposes and subject to the Internet Public Access Policy.
 12. Individuals may not abuse or damage library furniture or equipment, either deliberately or through misuse.
 13. Washing or drying clothes, bathing, or shaving in any rest room is prohibited.
 14. Individuals who are under the influence of an alcoholic beverage or drug to the extent that their normal faculties are impaired, and/or that they endanger the safety of another person, jeopardize property or create a disturbance, are not permitted on library property.
 15. Individuals may not disturb the public peace and quiet by loud or aggressive, boisterous, abusive, profane, or harassing language or other disruptive behavior.
 16. Loitering is not allowed on library property. Individuals who are not using library resources or services, but are merely sleeping, lingering, wandering aimlessly, or following others through library facilities are considered to be loitering.
 17. Individuals are not allowed in library offices and other non-public areas, unless accompanied by a library staff member, or through prior arrangement from the Library Director or designate.
 18. No person shall leave children under ten (10) years of age unattended on library premises. No one under the age of eight (8) years old is allowed to work on the computers without a parent.
 19. Individuals must observe all other library policies not included under the Acceptable Behavior Policy, and will be subject to the penalties prescribed for violations of such policies.
 - First offense:** One verbal warning or the violator's library privileges may be suspended by library staff for the remainder of the day depending on the severity of the violation.
 - Second offense:** The violator's library privileges may be suspended one week or more depending on the severity of the violation.
 - Third offense:** The violator's library privileges may be suspended for one year. Additional violations may lead to the suspension of library privileges for an indefinite period of time.

Persons who commit any of the following acts are subject to prosecution and suspension of library privileges for one year, or longer in the discretion of the library director, and will be required to make monetary restitution for damage to library property, as determined by the library director. The parent or guardian of a minor who willfully commits any such acts shall be liable for damages so caused (Cal.Ed.Code Sec. 19910). Violators may appeal to the San Bernardino Public Library Board of Trustees for reinstatement of library privileges.

Prosecutable Offences:

1. Engaging in violent or tumultuous behavior or engaging in any fight on library property.
2. Committing an assault or battery upon any person on library property.
3. Committing or attempting to commit an act of larceny on or with respect to library property, including the removal or attempted removal of books or other library material from library premises without proper checkout. Patrons may be asked to present briefcases, book bags, etc. for inspection when they exit the library. If the detection alarm is activated, patrons will be required to present their carry-in satchels and cases for examination.
4. Destroying, damaging, or defacing any library property or property of another party while on library property.
5. Engaging in any indecent or obscene conduct or making any indecent exposure of oneself in the library.
6. Possessing (without a medical doctor's prescription), selling, or giving away any controlled substance on library property
7. Possessing, selling, or giving away any fireworks or explosive devices on library property.
8. Except for law enforcement officers, possessing on library property any dangerous weapon, including but not limited to the following items, regardless of any permit for the same: a firearm, knife, billy club, blackjack, nunchuks, throwing star, martial arts weapons, pellet or BB gun, paint ball gun, dart gun or electrical device designed to disable or incapacitate someone. An individual may possess a chemical spray, such as mace, as long as such a device is carried only for personal self-defense and is not brandished about or displayed in an aggressive or threatening manner.
9. Committing on library property any other act that constitutes a violation of the California Penal Code or the United States Code.
10. Any unlawful use of computers as specified in the Internet Public Access Policy.
11. Additional violations may result in other appropriate penalties or sanctions.