



REDONDO BEACH PUBLIC LIBRARY

RULES OF CONDUCT

Customers and staff using Library buildings and grounds have the right to use library materials and services without being disturbed or impeded by others, to an environment that is secure and safe, and to materials, services, and facilities that are available and in good condition.

The following items are not allowed in the Library building or lobby areas:

- **Animals (except for service animals)**
- **Bicycles**
- **Shopping carts**
- **Sleeping bags, bedrolls, or blankets (small blankets for young children are welcome)**
- **Weapons, including but not limited to, guns and knives**

Bringing containers, bags, packages, briefcases, parcels, or bundles into the Library which **singly or collectively exceed 26" x 16" x 15"**. Musical instruments are allowed but must not be played without the consent of the Library Director or designee and must not obstruct aisles or monopolize space. Items deemed unsanitary by the Library Director or designee will not be permitted inside Library buildings.

Behavior that interferes with a person's reasonable use of the Library or with staff's performance of Library business, that could or does result in injury to an individual or others, or that could or does result in damage to property shall not be permitted in the Library.

- Loud or boisterous talking, laughing or other noise which interferes with quiet study of other Library users is not permitted.
- Unruly, offensive behavior and obscene language are prohibited at all times.
- Physical, sexual, or verbal abuse or harassment of other patrons or of Library staff is prohibited.
- Smoking is not allowed in the Library or lobby. Drinks are permitted, but must have lids or caps and be kept covered.
- Sleeping (except for children under the age of four years) is not permitted in the Library.
- Persons under the influence of alcohol or drugs are not permitted in the Library.
- Use of any personal equipment shall not disturb others. Headphones must be used with listening devices.
- No person or personal belongings shall obstruct Library entrances or exits or aisles or program areas or stairways in any manner, which impedes or restricts public access or presents a safety hazard. This includes without limitation blocking and/or sitting on the stairs. Further, personal belongings may not obstruct free movement in aisles or use of Library facilities and equipment.
- The following rules apply to sports equipment:
 - Skating, rollerblading, and riding of scooters are not allowed in the Library or lobby area.
 - Scooters must be fully collapsed inside the Library and lobby area.
 - Skateboarding is not allowed in the Library or lobby, anywhere in the Civic Center or Main Library parking garage, or the North Branch parking lot.
- Individuals may not reserve seats and may not leave their materials unattended for more than 15 minutes. Materials left longer than the time limit may be removed by staff. The Library is not

responsible for the loss of any personal possessions.

- The limit of chairs at each study table is four; only one person may sit on a chair. Each person at a table is to be seated while at the table.
- Library equipment should not be unplugged from electrical outlets.
- The telephones at all desks are for Library business only unless authorized by staff.
- Recording, photographing is not allowed in the Library without the permission of the Library Director or authorized staff and from the person(s) being recorded or photographed. Commercial filming requires a film permit from the City of Redondo Beach and the written permission of the person(s) being filmed. Library staff may record or photograph attendees of Library events in order to promote and publicize events at the Library or the Library itself. Recording, photographing is allowed in public meetings.
- Panhandling, soliciting, distributing, selling, or offering to sell merchandise will not be allowed in the Library. However, Library staff may collect overdue fines, fees, and Library donations. Library support organizations may conduct commercial transactions supporting Library purposes in locations and times authorized by Library staff.
- Petitioning outside the Library must be done in accordance with the law.
- Behavior related to use of the computers and the study rooms must comply with the procedures and rules posted at the appropriate area.
- Setting infants or children on desks, counters, or tables is a safety hazard and not permitted.
- The care and behavior of minor children visiting the Library is the responsibility of the parent/guardian. The Library does not act *in loco parentis*. Parents are advised that children under the age of 9 may not be left unattended in the Library. Library staff will contact the police if children under the age of 14 are left unattended in the Library after closing.
- Materials taken from the Library that have not been properly charged out will be considered Library theft. (*California Education Code Section 19910 & California Penal Code Section 490.5 (a)*). *In the event a person sets off the anti-theft security gate alarm, the Library may search the person and his/her belongings.*
- Defacing of Library property is prohibited by State Law (*California Education Code Section 19910 & California Penal Code Section 490.5*). The mutilation of Library materials or the annotation, highlighting, marking, or disfiguring of pages, abuse or vandalism of Library furniture, facilities, or equipment is prohibited. Placing feet on tables, tipping back in chairs, and scratching or any other activity which defaces, mars, or otherwise damages Library furniture, facilities, or equipment is considered abuse. Persons may not sit or lie upon Library furniture while wearing clothing that is soiled in such a manner that it is likely to soil or stain the furniture.
- Shirts and shoes must be worn in the Library and lobby areas to protect health and safety.
- Persons who enter the Library with hygiene conditions, including, but not limited to, **clothing odor, body odor, insects or pests, or with unsanitary belongings** that interfere with the use and enjoyment of the Library by other Library patrons or with the functioning of Library staff will be asked to leave the Library.
- Public restrooms are not to be used as bathing facilities.

Promulgated on February 9, 2022