

Rules of Conduct

1. Hermiston Code (HMC) 96.04: Rules of Conduct for City Property, applies to the Hermiston Public Library. In addition, as authorized by that code, the library adds the following rules.
2. The HERMISTON PUBLIC LIBRARY (HPL) welcomes every member of the community to use and enjoy the library's facilities and services. To protect each individual's access to information and library services, the following rules are established. These rules are for the protection of the library as a resource and all those who use the library and are as follows:
 - a. Ask for help when you need it.
 - b. Let us know if the library does not have the item or service you want.
 - c. Beverages are allowed in covered containers.
 - d. Ensure that children under the age of 10 are supervised by an adult.
 - e. Be courteous to other customers and staff.
 - f. Do not be disruptive, disorderly or, harass or other customers.
 - g. Keep your conversations and personal devices at a volume that does not disturb others. Please use headsets or headphones with your personal electronic devices.
 - h. Wear appropriate clothing, including shoes and shirts.
 - i. Do not sleep, loiter, bath, or launder clothing.
 - j. Do not distribute materials or display signs anywhere except in designated areas.
 - k. Food is not allowed in public areas of the library unless permitted as a part of library programming.
 - l. Do not bring beverages near computers, unless permitted as part of library programming.
 - m. Do not be intoxicated.
 - n. Do not disturb other library customers or staff through extremely strong odor or personal hygiene.
 - o. Do not run.
 - p. Do not litter.
 - q. No open flames.
3. If you observe inappropriate behavior, please inform HPL staff.
4. At closing time please leave the building promptly.

Policies of the Hermiston Public Library – Rules of Conduct

5. HPL staff are authorized to remove and exclude individuals who violate the library behavior policy. The Library Director is authorized to determine what constitutes a violation of this policy. In the absence of the Library Director the senior staff member present at the time of the incident has that authority.
6. Failure to comply with HMC 96.04, Rules of Conduct for City Property or the library behavior policy as requested by HPL Staff will begin the following process.
 - a. Offender/s will be instructed to leave for the remainder of that day.
 - b. If the offender/s refuse to leave, the police will be called to remove the individual or group, and the offenders will not be permitted access to the library for a period of 24 hours.
 - c. Staff will complete an incident report each time a customer is removed from the library.
 - d. Repeat offenders, those ejected on separate occasions, may be referred to the City Manager for a longer exclusion at the discretion of the library director pursuant to HMC 96.05.
7. Administrative Review:
 - a. City Property Exclusions, HMC 96.05 will apply.

Hermiston Municipal Code

96.04 Rules of Conduct for City Property

(Bolding is added to guide the reader to the correct section)

- (A) To maintain an environment that promotes orderly administrative and business operations, and to take reasonable and prudent actions to protect the health, welfare, and safety of all persons at City Property, the Rules of Conduct in this Section apply and are to be enforced at all City Property except where specific rules of conduct or prohibitions have been adopted for designated real property the City owns or has a property interest or property management responsibilities.
- (B) The Rules of Conduct for City Property are as follows:
- (1) No person shall engage in any activity that would constitute a **violation** of federal, state, or local **law or regulation**.
 - (2) No person may deface, damage, or destroy City **Property** or City-owned personal property.
 - (3) No person shall enter, attempt to enter or remain in any areas of City Property designated as secured or restricted, or **closed to public access**.
 - (4) No person shall engage in activity that **disrupts or interferes with the normal operation** or administration of City business at City Property; lawful use by City employees and authorized users at City Property; or City permitted activities.
 - (5) No person shall **refuse or fail to obey any reasonable direction** of a Person-in-Charge of a City Property. A direction of a Person-in-Charge is reasonable: if it directs a person to obey or to cease a violation of any rule of conduct, law, or regulation; if it is otherwise reasonably related to the protection of the health, welfare or safety of the person or any other person at the City Property, or to the prevention of damage to property; or if it is reasonably necessary to preserve the peace or to prevent the disruption of City operations or permitted activities, including dangerous or threatening behavior as defined in the Code.
 - (7) No person shall smoke or carry any lighted smoking instrument at City Property. **Smoking instrument** additionally includes inhalant delivery system that delivers nicotine in the form of vapor or aerosol, and electronic cigarette, personal

vaporizer, or electronic nicotine delivery system. Smoking additionally includes inhaling or exhaling from a smoking instrument.

(8) No person shall make **use of facility** materials, equipment, furniture, or fixtures of a City Property in a manner inconsistent with their customary or designated uses, or in a manner likely to cause property damage or personal injury to the actor or others.

(9) No person shall interfere or **obstruct free passage** of City employees or authorized visitors in or on City Property, including but not limited to placing objects that impede free passage.

(10) No person shall use City Property for **unauthorized storage of personal property** or leave personal property unattended.

(11) No person shall make or continue a **noise disturbance** as defined under HMC 92.23 or operate sound producing device or sound producing equipment except as permitted by the property manager of the City Property. Bullhorns and megaphones are not permitted in the interior of any building on City Property, or within the loggia or portico of any structure on City Property, except as permitted by the property manager for the City Property.

(12) No person shall use, sell, distribute or deliver any **alcoholic beverage** on City Property, except as permitted by the property manager for the City Property.

(13) No person shall use, sell, distribute or deliver any **controlled substances** on City Property. This does not prohibit a person from providing caretaking functions or assisting another in taking legally prescribed medication. Controlled substance shall have the meaning provided in Chapter 475 of the Oregon Revised Statutes.

(14) No person may bring animals onto City Property, or leave **animals** tethered or unattended at City Property, except as permitted by the property manager for the City Property. This does not preclude entry by service animals defined under the Americans with Disabilities Act while performing services or task the animals are trained to do, animals employed in official performance of police or rescue activities, or animals authorized for entry by the property manager for the City Property.

(15) No person shall **solicit** for or conduct business at City Property except as permitted by the City Manager, or designee.

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(16) No person shall use any **wheeled devices**, including but not limited to unicycles, bicycles, skateboards, roller skates, motorized or non-motorized scooters, inside the property boundary of City Property. All persons must dismount at City Property boundary. No bicycles and motorized wheel devices are allowed in the interior of any building on City Property except as permitted by the property manager of the City Property. The prohibition in this Paragraph does not apply to persons with mobility devices for mobility disability or medical purposes, child strollers or baby carriages.

(17) No person shall use City Property for housing or **camping** except as permitted by the City Manager, or designee, and provided such use conforms with land use, zoning, building and other property regulations.

(18) No person shall **misuse** or **damage** the City's **technology systems** or network, including its telecommunication equipment and data.

(19) No person shall enter, attempt to enter or remain in any areas of City Property for purposes other than to conduct legitimate business with City offices or tenants located at City Property, to enjoy the publicly accessible amenities at a City Property when the City Property is open to the public, or to lawfully assemble for social or public interaction at portions of City Property specifically designated for such assembly. The City Manager or director of the department with property management responsibility for the City Property may adopt space use policy to manage conditions for property use including but not limited to establishing a reservation protocol, priority regarding uses and users, hours of use, and fees for use.