

## **BEAVERTON CITY LIBRARY**

### **RULES FOR USE**

Adopted by the Library Advisory Board December 2007

Updated September 2016; December 2019

Approved by City Manager 3/24/2021

### **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; do not leave them unattended.

#### **No Person Shall:**

- 1. THREATEN, HARASS, OR HARM LIBRARY USERS AND/OR STAFF.** Verbal or physical harassment or threats, including use of profane, abusive, or threatening language or gestures, is prohibited.
- 2. BRING WEAPONS INTO THE LIBRARY.** Weapons are defined as "A device, instrument, material or substance which is readily capable of causing death or serious physical injury."
- 3. DESTROY, DEFACE OR STEAL LIBRARY PROPERTY OR FACILITIES.**

- 4. USE TOBACCO PRODUCTS.** Smoking, vaping, or chewing of tobacco is forbidden on all city property including parking lots.
- 5. LEAVE CHILDREN UNDER 10 YEARS OF AGE UNATTENDED.** Refer to the library's [Safe Child Policy](#) for further explanation. 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.
- 6. BRING ANIMALS, EXCEPT SERVICE ANIMALS, INTO THE BUILDING.** Only service animals specifically trained to perform a task for a person with a disability, or animals that are part of a library program, are allowed.
- 7. DISOBEY A REASONABLE REQUEST OF A LIBRARY STAFF MEMBER.**
- 8. 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.
- 9. CONSUME, POSSESS, OR BE UNDER THE INFLUENCE OF ALCOHOL, CANNABIS, OR ILLEGAL SUBSTANCES.** The library may permit the consumption of alcohol at library-sponsored events.
- 10. CAUSE A DISTURBANCE.** Some examples are: noise, garbage, spills, strong perfume, or bodily hygiene that is offensive so as to constitute a nuisance to others.
- 11. WALK IN THE LIBRARY WITHOUT SHOES OR BE IN THE LIBRARY WITHOUT A TOP OR SHIRT.**
- 12. CREATE OBSTACLES WITH PERSONAL BELONGINGS OR LEAVE ITEMS UNATTENDED.** Personal items will not be held by staff. Bicycles may not be brought into the building.

**13. CONDUCT SURVEYS, DISTRIBUTE MATERIALS, SELL MERCHANDISE, OR SOLICIT MONEY OR SIGNATURES INSIDE EITHER LIBRARY LOCATION OR IN THE PARKING LOT AND BOOK DROP AREA AT THE MAIN LIBRARY.** The Murray Scholls Library is located on private property; all inquiries regarding activities outside the library should be directed to the property manager.

**14. POST SIGNS OR MATERIALS INSIDE THE LIBRARY OR OUTSIDE ON LIBRARY PROPERTY.** However, signs for meetings taking place in the Main library meeting rooms may be posted (while the room is reserved) at the entrance to the room. Signs for events sponsored by other government organizations may be posted in the library lobby on the day of the event.

**15. VIOLATE LIBRARY POLICY OR LOCAL, STATE OR FEDERAL LAW.**

### **ENFORCEMENT**

Enforcement of these rules is the responsibility of library staff. Violation of these rules may result in a warning, exclusion and / or arrest. Repeat and multiple rule violations may result in a longer exclusion period. In the case of a minor being excluded, an attempt will be made to contact the child's parent or guardian to give notice of the exclusion.

### **APPEAL**

A person who has been excluded from the library, library employee parking lot, library east parking lot, or the green space in front of the City Library may appeal it by requesting a meeting with the library director, within 10 days of the exclusion. The library director will consider testimony from library staff involved in the incident, from the person requesting the appeal and from any other witnesses to the incident. The Library Director will affirm, modify or cancel the exclusion and provide a written copy of the decision to the person requesting the appeal within 10 days of the appeal meeting.