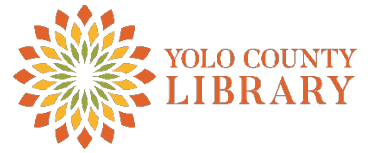


Yolo County Library

Patron Code of Conduct



Everyone is welcome at the Yolo County Library (“Library”). The Library seeks to provide its users with a safe and pleasant experience. To enjoy materials and services fully, the following are encouraged: read, listen, and view to your heart’s content; study and learn; ask Library staff for help; use the Library’s physical and digital collections; participate in programs and events; and use the Library to have fun. To ensure that everyone enjoys the Library, individuals visiting or using the Library’s facilities or services agree to comply with the Patron Code of Conduct. These rules include:

- Treat people, materials and furniture with respect.
- Speak and act in a manner that does not disturb others.
- Leave pets, bicycles, and any large objects outside the building.
- Young children must be closely supervised by a responsible adult.
- Honor all Library rules and procedures.
- Immediately report suspicious, unsafe, or discourteous behavior to a staff member.
- Consume food and drink outside the Library or in designated areas.

Any behavior that interferes with the reasonable use and operations of the Library is prohibited and may result in the suspension of Library privileges.

Suspension Duration, depending on severity of violation:

<i>Violation level</i>	1st Offense	2nd Offense	3rd or more Offense
Level One (1): Severe	1 – 2 years	2 years	3+ years or longer
Level Two (2): Moderate	Up to 6 months	6 months – 1 year	1 – 2 years or longer
Level Three (3): Minor	1 day – 1 week	1 week – 1 month	1 – 3 months or longer
Level Four (4): Warning	Warning. Patron may correct, or leave for the day	1 day	1 week or longer

Prohibited behaviors include, but are not limited to, the following:

LEVEL ONE (1): Severe Violations

1. Engaging in physical altercations, including assault and fighting.
2. Possessing firearms or other deadly weapons on Library property.
3. Engaging in acts of sexual misconduct, including indecent exposure and/or exhibiting lewd and lascivious acts.

LEVEL TWO (2): Moderate Violations

1. Possession, use, and/or sale of illegal drugs or controlled substances.
2. Theft or vandalism of Library property, including graffiti (permanent or otherwise), or the personal property of other patrons or staff.
3. Using obscene, derogatory, threatening, or combative language toward another individual.
4. Harassing other patrons, volunteers, or staff including verbal or non-verbal attention such as stalking, staring, lurking, or inappropriate comments.
5. Unreasonable use of restrooms, including smoking, soliciting, clogging plumbing, or looking into an area designed to provide privacy.
6. Depositing bodily waste on Library property, including collections and materials, equipment, and/or furnishings.
7. Unauthorized presence in staff-designated areas and/or entering or remaining inside Library facilities before or after posted hours of operation.

LEVEL THREE (3): Minor Violations

1. Exhibiting signs of being under the influence of alcohol or drugs on Library grounds.
2. Smoking tobacco products or using e-cigarettes on Library grounds.

3. Failing to comply with a reasonable staff request to cease behavior that interferes with the effective functioning of the Library.
4. Fraudulent use of a Library card / account number for any purpose.

LEVEL FOUR (4): Warnings

1. Displaying or possessing alcoholic beverages or tobacco products on Library grounds with intention to use.
2. Monopolizing spaces, furniture, electrical outlets, or equipment to the exclusion of other patrons or staff. Obstructing aisles, doorways, ramps, or stairs.
3. Bringing large items inside Library buildings including carts, bicycles/scooters, large bags or backpacks, or other collections of belongings in excess of 24" x 16" x 10".
Wheelchairs, strollers, and mobility devices are permitted only if being used for their intended purpose. Mobility devices that are not safe for building use are prohibited. Skates, skateboards, collapsible scooters, hover boards, and other similar devices must be carried while on Library property. Bedding and/or loose clothing must be contained (for example, in a bag) at all times.
4. Eating food and consuming beverages from an open container, except in designated areas.
5. Soliciting money, donations, or selling merchandise or services on Library grounds.
6. Hygiene conditions that impact other patrons use and enjoyment of Library facilities and/or staff's ability to perform their jobs. This includes but is not limited to odors, insects or pests, strong perfumes, and/or personal items that are unsanitary or have an offensive odor.
7. Failure to be fully clothed, including shirts and shoes.
8. Refusing to leave building during an emergency evacuation.
9. Using Library facilities for anything other than their intended purpose, including but not limited to loitering, bathing (except washing hands), shampooing, shaving, personal grooming, or washing clothes or utensils. Persons who stay in the restroom longer than 20 minutes may be subject to a welfare check.
10. Manipulation of/interfering with Library computers, Internet reservation and/or print management systems, or using another person's account to bypass computer use rules. *(See also Library Internet Use Policy)*
11. Adults in designated teen/children's areas of the Library, or attending 18 and under programs, without a child present, unless browsing the collection or with authorization from a staff member.
12. Failure to check out Library materials before exiting the Library.
13. Bringing pets or animals, other than Service Animals necessary for disabilities, into the Library.
14. Charging any items besides phones, laptops, tablets, headphones, and other personal communication devices. You may not charge any items that are prohibited from use in the Library.
15. Leaving packages, backpacks, luggage, or any other personal items unattended. Unattended items are subject to immediate confiscation or removal.
16. Refusing or failing to leave Library grounds when the building is closed to the public upon being requested to do so by staff.
17. Posting notices, flyers, posters, or other materials without prior written approval from Library Administration.
18. Being loud, unruly, and/or engaging in disruptive behavior.

Suspension of Library Privileges: Illegal activity, as well as any willful or repeated violations of this Patron Code of Conduct or other posted Library regulations (e.g. computer use rules), may result in removal from the facility and/or suspension of Library privileges at all Yolo County Library locations. In addition, where authorized by federal, state or local law, violations of this Patron Code of Conduct may also result in arrest.

Individuals refusing to leave as requested by Library staff members will be subject to arrest for trespassing and prosecution under California Penal Code Section 602.1(b).

Any individual who has received a Notice of Suspension that is for a period of thirty (30) days or longer may request an appeal of their suspension. A parent/guardian may appeal on behalf of a suspended minor. Appeals must be submitted in writing and delivered or postmarked to the County Librarian within ten (10) calendar days from the date the Notice of Suspension was personally provided or mailed to the individual who is the subject of the Notice of Suspension. The County Librarian, or the County Librarian's Designee, will review the appeal and respond in writing within fourteen (14) calendar days from the date the appeal was received. The decision of the County Librarian, or the County Librarian's Designee, is final.