

# El Segundo Public Library Rules of Conduct

Welcome to the El Segundo Public Library ("Library"). We provide a comfortable, safe, and welcoming public library and connect people of all ages to information, experiences, and ideas to help them learn and be successful. This Library Use Policy ("Policy") establishing Library Rules of Conduct ("Rules") protects the rights of our customers, staff and volunteers while ensuring the preservation of library materials and facilities.

To be present on Library property, you must comply with this Policy. Persons who engage in these behaviors will be asked to leave the facility by the authority of a supervising staff person. Anyone asked to leave the Library more than three times within a 30-day period may have their Library privileges suspended by the Library Manager. Staff may seek assistance from the El Segundo Police Department ("ESPD") to deal with theft, vandalism, assault, battery, harassment, child abandonment, persons failing to leave the Library premises when requested to leave in a timely manner, and, whenever necessary, to enforce these Rules. This Policy is adopted pursuant to California Education Code §§ 18919 and 18960; and El Segundo City Council Resolution No. 3665 (December 4, 1990).

The following are prohibited activities:

**Level One:** Patron is expected to comply or leave the premises. Library privileges may be revoked for up to 3 months for non-compliance or repeat offenses.

- Partially or completely obstructing aisles, entrances, or exits, or otherwise preventing free movement within the Library.
- Riding bicycles, skates, skateboards, rollerblades, scooters, electric bicycles, and electric scooters on Library premises. Skates, small scooters, and skateboards may be carried in and stored in a safe manner.
- Eating full meals (anything larger than snack-size portions), or consuming food that could spill or soil library furniture or carpets, or food that has an odor strong enough to disturb others.
- Entering the library without shoes and garments that cover the upper and lower torso. Patrons may not remove shoes or garments covering their upper and lower torso while in the Library.
- Disruptive conduct or loud conversation.
- Use of electronic devices, including cell phones, which becomes too loud or disruptive to other patrons. Library staff will have the final authority on determining disruptive noise levels.
- Bringing animals into the facility except service animals.
- Using restrooms for bathing, shaving, washing hair or clothes.
- Placing feet on tables or chairs; using more than one seat or table space per person; or, rearranging Library furniture.
- Sitting or lying on the floor, in the aisle, or on staircases in the Library, except for (a) Library programming with the consent of Library staff, and (b) children and their parent or guardian using the Youth Services area of the Library.

- Sleeping in the Library or on Library grounds, except for children ages 4 years and under. “Library grounds” includes the exterior of the Library building and areas necessary for ingress and egress therein and excludes adjacent areas, including El Segundo Library Park.
- Bringing sleeping bags, tarps, bed rolls, mats, or blankets into the Library. Blankets may be brought into the Library by parents or guardians for use by children.
- Bringing in items such as containers, packages, briefcases, luggage, carts, or bundles that are too large to fit under a table with dimensions that exceed 26” x 16” x 15”, except for strollers, car seats and other carriers necessary for the transport of children to the Library so long as the child is seated in the carrier when entering and exiting the Library.
- Leaving personal belongings unattended on Library property. The Library is not responsible for lost, damaged or stolen personal belongings. Unattended belongings may be picked up and stored by Library staff or the El Segundo Police Department.
- Entering the Library with hygiene conditions including, but not limited to, noxious clothing or body odor, insects or pests or with unsanitary belongings that interfere with the use and enjoyment of the Library by other patrons or with the functioning of Library staff.
- Use of strong fragrances which interferes with use of the Library by others.
- Sitting or lying upon Library furniture while wearing clothing that is soiled in such a manner that it is likely to stain the furniture.
- Professional photography and filming without prior approval of the City.
- Selling any product, service, or item on Library premises. (Friends of the Library sales or special Library approved events are the exception.)
- Posting or distributing printed materials without staff approval.
- Using Library phones for personal use except for emergency situations.

**Level Two:** Library privileges may be revoked for up to 1 year or more.

- Theft of Library property.
- Trespassing in nonpublic areas when the Library is open.
- Defacing Library property, including furniture, carpet, materials, equipment, or restroom facilities.
- Written or implied threats, or harassing or intimidating other patrons or staff, verbally or by stalking, staring, or touching. Any sexual acts or indecent exposure.
- Using tobacco products, electronic or vaping devices or substances, alcohol, or drugs in the Library. Being discovered by staff under the influence of alcohol or drugs.
- Damaging, removing, altering, or bypassing Library software or hardware.
- Possession of a weapon on Library grounds.
- Being in the Library before or after Library hours.

### **Enforcement**

The enumerated prohibited activities are not intended to be a complete list, but are intended for guidance only. Education Code § 18960 provides that “any person who violates any rule,

regulations, or bylaw may be fined or excluded from the privileges of the library.” Library staff and/or ESPD officers are authorized to expel persons who, advised of the regulations above, fail to comply with them. Such personnel also reserve the right to take appropriate action(s) against any other behavior which can reasonably be deemed to be disruptive or offensive to Library patrons or staff. Any violation of these Rules or violation of local, state or federal law in the Library may be addressed by Library staff in the following manner:

- Verbal warning (e.g., notification of violation and reference to these Rules).
- Instruction to leave the Library immediately and not to return for the rest of the day.
- Suspension of borrowing privileges with respect to any item in the Library.
- Suspension of Library privileges including removal from, and denial of access to, all Library services and facilities for up to one year depending on the severity and/or number of the violation(s).
- Criminal sanctions including arrest or prosecution. If an individual intentionally interferes with Library employees in the performance of their duties or obstructs or intimidates staff or patrons and refuses to leave the premises after being requested to leave by staff or an ESPD officer, the person will be subject to arrest and prosecution under California Penal Code § 602.1.
- Enforcement pursuant to 9-7-2 of the El Segundo Municipal Code.

The above remedies may be cumulatively applied.

### **Appeal of Suspension**

Anyone who has been suspended from library use may challenge the suspension. To request a review of the suspension, please call Library Administration at (310) 524-2732 for a copy of the Request for Appeal of Library Suspension Form, download here, or obtain it from the City Clerk’s office. Complete the form and deliver it to the City Clerk’s office at 350 Main Street, El Segundo, California 90245 within 7 days of the start of the suspension. The written appeal will be reviewed by the City Manager within 30 business days of the receipt of the request for an appeal. The suspension will remain in effect during the appeal process. The City Manager’s decision is final.**Youth Services Policy**

The El Segundo Public Library welcomes and encourages minors (individuals under the age of 18) to visit library premises, use library resources and services, and attend Library events. For this section, caregiver is defined as an adult with the social and emotional maturity, as well as physical ability, to aid and be responsible for the behavior of another person in their care. These additional standards apply to minors to protect their safety and the safe functioning of library premises.

- Minors age 8 or younger shall not be unattended on Library premises at any time. Such minors must be accompanied by a caregiver at all times.

- Minors who, due to social, emotional, and/or physical reasons, require supervision to be safe on Library premises shall not be unattended on Library premises at any time. Such minors must be accompanied by a caregiver at all times.

Families should consider the following when deciding whether their minor child is ready to visit the Library on their own:

- A minor age 8 or younger may not be unaccompanied on Library premises.
- Library staff cannot, and will not, act in place of a caregiver, parent, or guardian. It is the responsibility of the caregiver, parent, or guardian to ensure the appropriate behavior of the minors under their care in the Library.
- Library staff is not responsible if a minor leaves Library premises.
- The Library is a public building, open to all members of the community, and Library staff is not responsible for monitoring interactions between library users.
- The Library contains collections for all ages, as well as unfiltered internet access, and Library staff is not responsible for monitoring minors' access to such collections.
- Minors who engage in prohibited activities listed on pages one and two of this document may be asked to leave the facility.

Adults may use the Youth Services area of the Library if they are using the collection, or if they are accompanied by a minor. California Penal Code § 653b makes it unlawful to delay, to linger, or to idle about a public place where children congregate without lawful business for being present.

Approved by the Library Board of Trustees November 12, 2024