

## **I. PURPOSE**

The purpose of this policy is to 1) maintain a welcoming environment for all visitors to El Dorado County libraries and Historical Museum, and 2) outline the suspension and appeal process.

## **II. POLICY**

To maintain a welcoming environment, we require all visitors to comply with our Behavior Policy. Failure to comply with the following behavior standards may result in a warning or restriction, including up to termination of library privileges and being barred from all library and museum locations.

### **For the comfort and safety of all:**

1. Library and museum visitors must comply with staff requests.
2. Library and museum spaces and items are to be used as intended.
3. Guardians or caregivers are responsible for children in their care.
4. Use of areas designated for children and teens may be restricted by grade level or age to keep those spaces comfortable to minors.
5. Enjoy meals outside of the library building. Covered drinks and reasonable snacking is allowed in the library, but please keep food away from public computers. Food and drink are not allowed in the museum.

### **Prohibited activities and items inside the library and historical museum:**

1. Behavior that is abusive, obscene, intrusive, lewd, harassing, or threatening to staff or others.
2. Running, throwing things, shoving, pushing, intimidating, bullying, fighting, play fighting, or challenging others to fight.
3. Illegal activities or any attempt to engage in illegal activities.
4. Smoking, vaping, or other use of smoking products.
5. Riding bicycles, scooters (other than mobility scooters), roller-skates, skateboards, carts, and shoes with wheels.
6. Laundering clothing, bathing, shaving, shampooing, or preparing food in restrooms.
7. Monopolizing or obstructing library space to the exclusion of others.

8. Leaving items unattended or storing any personal items.
9. Odors that interfere with enjoyable use of the library, including body odor, cologne, perfume, and other scents.
10. Weapons or dangerous objects and items that could be used as weapons.
11. Any animal that is not a service animal.
12. Large personal items or collections of items, including carts, strollers not used to transport a child, and any item that appears unsanitary.

### **III. PROCEDURE**

#### **Failure to abide by these behavior standards will result in the following:**

With minor infractions or in the event of a first-time infraction staff could implement any one option, or a mix of options listed below.

- A. Ask the patron to stop the prohibited behavior or activity.
- B. Warn the patron that if they continue, they may be required to leave the library or museum for the day.
- C. Require the patron leave the library or museum for the remainder of the day.

#### **With severe or repeated infractions, a patron can be suspended for up to a year:**

- A. The staff member in charge at any library or museum location can determine if a policy violation has occurred and they will determine suspension length.
- B. Suspended patrons will be notified of their suspension in writing and will also be given an appeal form. Appeal forms must be submitted within seven calendar days. The appeal form can be found online at <https://eldoradolibrary.org/about-the-library/#library-policies>.
- C. Patrons suspended from El Dorado County Library and El Dorado County Historical Museum may not use any library or museum location during their suspension.
- D. The Library Director will review and respond to all appeals within 14 days of the submitted appeal. The suspension will remain in effect during the appeal review process. The Library Director's decision will be final.

When a minor has privileges suspended, library staff will attempt to notify their guardian and provide a copy of the suspension letter. Ongoing or severe behavior problems may result in a requirement that the minor is accompanied by their guardian or an adult while visiting El Dorado County Library and El Dorado County Historical Museum.

Patrons who return to the El Dorado County Library or El Dorado County Historical Museum during suspension may be charged with trespassing.

Library staff may call law enforcement or other community agencies to aid in enforcing the Behavior Policy. Illegal activity in the library or museum may result in arrest and/or prosecution.

**IV. REFERENCES**

N/A

**V. RESPONSIBLE DEPARTMENT(S)**

Library Department

**VI. DATES (ADOPTED, REVISED, NEXT REVIEW)**

<b>Originally Adopted:</b>	06/25/2024		
<b>Last Revision:</b>	06/25/2024	<b>Next Review:</b>	06/30/2026