

Code of Conduct

Camarena Memorial Library Calexico, CA

The Board of Library Trustees is responsible for determining the rules for public behavior in the library necessary:

1. to protect the rights of individuals to use library materials and services.
2. to protect the rights of library employees and volunteers to conduct library business without interference.
3. to ensure the use of the buildings, materials, and services by the greatest number of individuals.
4. to preserve those materials and facilities from harm.
5. to ensure the safety of library patrons, employees, and volunteers.

The Board authorizes the director or his designee to revoke or restrict library privileges of any individual who behaves contrary to these rules. The Board also authorizes the director to file charges against individuals who continually transgress these rules.

The rules for public behavior are listed below. Security guards and other employees are authorized to bring to an individual's attention any act of omission, which violates these rules and detracts from the decorum of the library. Such an individual will be asked to change his behavior to conform to the rules. If such change is not evident or forthcoming that individual will be asked to leave the library building and library property. If the individual does not leave on his onward, police may be called for assistance. Depending on the severity of the misbehavior, individuals who have been asked to leave the building and property may be barred from returning to the library. Individuals who have been barred may be asked to talk to the director or his designee before being readmitted. Juveniles may be asked to bring a parent or guardian to such a conference.

Any misconduct that hinders use of the library or library materials is prohibited. Such misconduct might include but it is not limited to:

1. Loud or boisterous behavior.
2. Conversation that is disturbing to other individuals or employees.

3. Profanity or other abusive language toward other individuals or toward employees.
4. Loud use of cell phones that disrupt others in the library.
5. Abusing library furniture, equipment, or materials.
6. Running in a library building.
7. Harassing others, either verbally or through actions. Harassment may include initiating unwanted conversations, impeding access to the building, etc.
8. Fighting on library property.
9. Using tobacco in any form while inside a library building. (No smoking).
10. Possession, sale, or use of alcoholic beverages or illegal substances on library property.
11. Eating or drinking in a library building except for groups, which are using meeting rooms and have properly requested the available kitchen facilities.
12. Sleeping in a library building.
13. Buying or selling of any kind, or soliciting for personal gain or charitable purposes. (No soliciting of donations or money inside the library).
14. Using radios, tape players, or other personal listening equipment at a level that can be heard by other individuals.
15. Skateboarding anywhere on library property.
16. Bicycles in the library.
17. Distributing literature, taking surveys, or asking individuals or employees to sign petitions or similar activities.
18. Bringing animals other than guide dogs and the like into a library building.
19. Not wearing a shirt or shoes.
20. Using the emergency exits at times other than during an emergency.
21. Offensive bodily odor that does not allow others to use library in a comfortable manner.

The Calexico Police Department will be called immediately when there is criminal activity, destructing of property, or injury or threat of injury to a staff member or another person. Staff will use their good judgment to call the C.P.D. for any other situation they deem warrants their help and/or assistance. The Library may take other legal action if staff recommends it.

The library reserves the right to limit the number of individuals who may sit together.

The library reserves the right to inspect all bags, purses, briefcases, packs, personal listening equipment, etc. for library materials.

Boom boxes, skateboards, bicycles, basketballs, or other athletic equipment may no be brought into library buildings.

The above rules are based on powers granted to a library board of trustees under California Statutory and Case Law to operate a public building. They will be posted prominently in each location.

An Incident Report must be completed by any staff member involved with patrons who, because of the severity of their infraction of the above rules, have been asked to leave the building.

Adopted 04-23-03

Incident Report

Date_____ Time_____

Subject_____

Place_____

Persons involved_____

Details_____

Person completing form

Phone number
