



## Guidelines For Library Use

**A.K. Smiley Public Library seeks to provide its visitors with a safe and pleasant library experience in an atmosphere conducive to studying, reading and appropriate use of materials and services. In order that all persons may enjoy the benefits of the Library, patrons visiting or using the Library's facilities or services must comply with our Guidelines for Library Use. For the comfort and safety of patrons, volunteers, and staff, please be aware that the following actions are examples of conduct not allowed on Library property which includes The Lincoln Memorial Shrine and The Contemporary Club meeting facility and parking lot:**

- Being under the influence of or possessing alcohol or non-prescribed drugs.
- Smoking, chewing, vaping and other tobacco/cannabis use.
- Verbally or physically harassing other patrons, volunteers, or staff, including stalking, staring, or lurking.
- Using restrooms for bathing, shampooing, or doing laundry.
- Being in the Library barefoot or without a shirt or removing one's footwear or shirt while in the Library, or being attired so as to be disruptive to the Library environment.
- Having body odor or personal hygiene so as to unreasonably interfere with other patrons' ability to use the Library and its facilities.
- Unplugging or damaging Library property, including computer hardware and software, printers, copiers, phones, and other equipment.
- Disruptive behavior, such as creating loud noises, loud talking, screaming, or banging on computer keyboards.
- Using audible devices without headphones or with headphones set at a volume that disturbs others. Cell phone and pager ringers must be turned off or set to vibrate. Cell phone conversations and audible online meetings are not permitted inside the building.
- Leaving personal items unattended. These unattended items are subject to immediate confiscation.
- Sleeping or lying down inside the library.
- Bringing shopping carts or other wheeled conveyances into the building, with the exception of wheelchairs and baby strollers/carriages used for the actual transport of a person or child.
- Bringing any items into the library which cumulatively exceed the size of 18"x18"x12". These restrictions do not apply to ADA assistive devices. An exception may be made for musical instruments.
- Photographing or filming of the interior of the library, its patrons or staff, without prior permission from the Library Director.

- Distributing literature, gathering signatures, soliciting contributions or conducting surveys inside the library or on library grounds, including plazas outside library entrances, without Library authorization. No Library authorization is required to distribute literature, gather signatures, solicit contributions, or conduct surveys on the public sidewalks adjacent to Library property.
- Moving Library furniture from where it is placed by Library staff.
- Littering.
- Failing to comply with a reasonable staff request to cease behavior that interferes with the effective functioning of the library.

**Please also be aware that:**

- Leaving children under 11 years of age unattended is prohibited. If a child appears to have been abandoned, the authorities will be notified.
- Weapons of any kind are prohibited on Library property.
- Animals, other than service animals assisting persons with disabilities as specified in the Americans with Disabilities Act, are not permitted inside Library facilities.
- The Library is not responsible for personal items that are lost, stolen, or damaged on Library premises.

Persons who violate these Guidelines may be asked to leave the Library. Illegal activity as well as any willful or repeated violations of these Guidelines or other Library regulations (e.g. computer use rules) may result in removal from the facility and/or suspension of Library privileges. In addition, where authorized by Federal, State, or local law, violations of these Guidelines may also result in arrest.

Library users who wish to request a reasonable accommodation of these Guidelines because of a disability or health problem may contact Library staff.

STATE LAW PERMITS LIBRARY STAFF TO SEARCH PURSES, BAGS, PARCELS, BRIEFCASES AND OTHER PACKAGES. IN ORDER TO PREVENT THE THEFT OF BOOKS AND LIBRARY MATERIALS, STATE LAW AUTHORIZES THE DETENTION FOR A REASONABLE PERIOD OF ANY PERSON USING THESE FACILITIES SUSPECTED OF COMMITTING "LIBRARY THEFT." (CALIFORNIA PENAL CODE SECTION 490.5)

**Please help us keep the Smiley enjoyable for everyone.**

