

# Interior Rules of Behavior

The Interior Rules of Behavior are designed to: ensure the safety and respect of all people, maintain and protect Library property, and encourage patrons to use the Library for the purpose for which it was designed.

The City of Glendale welcomes everyone to use Library facilities and resources for learning, reading, writing, studying, thinking, quiet contemplation, cultural and community activities, and obtaining information. A patron whose activity, conduct, or behavior is incompatible and inconsistent with the Library's proper use or safe operation will be required to leave the building.



222 East Harvard Street  
Glendale, CA 91205  
818-548-2030

The following conduct, behavior, and acts are prohibited:

## 1. Level 1 Offense

INCLUDED, BUT NOT LIMITED TO:

**a.** Loud, boisterous, disruptive, or unsafe behavior that:

- (1) Disturbs, or can be reasonably expected to disturb, other patrons;
- (2) Interferes with or hinders patrons' or Library staff's safety, use, comfort, or quiet and peaceful enjoyment of the Library; or
- (3) Interferes with or hinders Library staff's performance of their duties, or the operations of the Library.

*Examples include, but are not limited to:*

- (A) *Talking loudly, talking to another person, or talking in a monologue.*
- (B) *Singing, or playing a musical instrument, or both, except as part of an event or program authorized by the Library Administration.*
- (C) *Engaging Library staff in a conversation, unrelated to Library business or Library operations, which continues for 5 minutes or longer.*
- (D) *Operating or using a cell phone, audio equipment, headphones, personal electronic or entertainment equipment, or another device at a volume that other patrons can hear.*
- (E) *Running, climbing, pushing, shoving, or wrestling.*
- (F) *Throwing an object.*
- (G) *Discarding trash or debris in a place other than in a trash receptacle.*
- (H) *Spitting.*

**b.** Consuming food, or an open beverage, or both. A non-alcoholic beverage in a covered container and small snack food may be consumed in the Library, except in a designated zone, with a posted sign,

where food and beverage is prohibited.

- c.** Sleeping in excess of thirty (30) minutes.
- d.** Lying on the floor or furniture.
- e.** Placing feet on a table, chair, or against a wall.
- f.** "Overcrowding" in a seating area.
- g.** Bringing an animal into the Library building, except a service animal to aid a person with a disability or an animal for a Library-sponsored program.
- h.** Leaving or storing "excessive baggage" in the Library building.
- i.** Leaving a personal belonging (such as a bag, backpack, suitcase, box, or package) unattended or storing it in the Library building.
- j.** Preventing, impeding, or obstructing another patron or Library staff from entering or exiting the Library, or using Library material, equipment, or facilities.

*Examples include, but are not limited to:*

- (1) *Placing one or more personal belongings on a seat, carrel, or table not being used by the owner.*
- (2) *Reserving one or more carrels or tables.*
- (3) *Hiding or misfiling reading material.*
- (4) *Blocking a passageway, aisle, room, entrance, or exit.*

- k.** Rearranging and moving furniture to a different part of the Library.
- l.** Using one or more electrical outlets in a way that creates a tripping hazard. Use of electrical outlets is restricted to Library-owned equipment and other patron-owned devices for the purpose of learning, reading, writing, studying, thinking, listening, viewing, and obtaining information.
- m.** Using recreational equipment, such as a roller blade, in-line skate, bicycle, scooter, wagon, or skateboard.

**n.** Entering the Library or remaining in the facility without wearing outer clothing, including:

- (1) A shirt or other covering of the upper body;
- (2) Pants, shorts, skirt or other covering of the lower body; and
- (3) Shoes or other footwear.

**o.** Selling or offering to sell a product, service, or merchandise, or any combination of those acts, except at a Library sponsored event.

**p.** Distributing material, taking a survey, or gathering signatures for a petition in violation of Library Policy 3-A-10, "Distribution of Flyers by Public," or any successor policy.

**q.** Leaving a minor under the age of nine (9) years unattended at any time during a Library visit.

**r.** Filming or photographing without a City of Glendale permit or permission of the Library Administration.

**s.** Violating a Library rule, policy, or procedure regarding the use of the Library's computers or the internet.

**t.** Refusing or failing to follow the reasonable direction of Library staff.

## **2. Level 2 Offense**

### **INCLUDED, BUT NOT LIMITED TO:**

**a.** Behavior directed at another person, group, or Library staff that a reasonable Library user or a reasonable Library staff member would find to be harassing, annoying, threatening, or disrupting.

*Examples include, but are not limited to:*

- (1) *Staring at another person.*
- (2) *Following another person about the building.*
- (3) *Yelling at a patron or staff.*
- (4) *Eavesdropping on another person*

*or invading that person's privacy.*

**b.** "Smoking" anywhere on the premises.

**c.** Misusing a restroom, including using it for laundering, bathing, shaving, or hair cutting or shampooing.

**d.** Using Children's Room furniture or a Children's Room bathroom by an adult who is not related to or supervising a child or children in the room.

**e.** Soliciting, asking, or begging in an aggressive manner.

**f.** Loitering.

**g.** Having bodily hygiene or emanating bodily odor that is so offensive as to constitute a nuisance to other patrons, or Library staff, or both.

## **3. Level 3 Offense**

### **INCLUDED, BUT NOT LIMITED TO:**

**a.** Being in a state of intoxication or under the influence of: an alcoholic beverage, illegal drug, controlled substance, or another substance.

**b.** Knowingly entering a non-public area of the premises.

## **4. Level 4 Offense**

### **INCLUDED, BUT NOT LIMITED TO:**

**a.** Throwing an object at another patron or Library staff.

**b.** Committing, or threatening to commit, an assault, battery, physical harm, or bodily injury against an individual or group of individuals.

**c.** Possessing, carrying, displaying, or using a weapon, firearm, or ammunition, except as allowed by law.

**d.** Selling, distributing, using, or possessing an illegal drug or controlled substance.

**e.** Selling, distributing, consuming, or possessing an alcoholic beverage, except as part of an event or program authorized

by the Library Administration.

**f.** Committing theft of Library material, equipment, or property.

**g.** Destroying, damaging, defacing, or misusing Library material, equipment, furniture, facilities, or property.

*Examples include, but are not limited to:*

- (1) *Writing in, highlighting, or annotating Library material.*
- (2) *Defacing, cutting, tearing, and removing one or more pages, or parts of pages, from Library material.*
- (3) *Misusing, altering, or tampering with Library technological hardware, or software, or both.*
- (4) *Carving an initial, word, symbol, or picture into a surface or furniture covering.*
- (5) *Applying graffiti.*
- (6) *Stuffing or clogging a toilet, sink, or pipe.*

**h.** Gambling.

**i.** Possessing, igniting, or using a substance, material, or device that is hazardous, combustible, flammable, or explosive.

**j.** Engaging in:

- (1) Exhibitionism;
- (2) Voyeurism; or
- (3) Physical, sexual, or verbal abuse of another patron or Library staff.

**k.** Loitering by an adult to engage anyone under eighteen (18) years of age in unlawful or illegal conduct.

**l.** Trespassing.

**m.** Depositing, by means of urination or defecation, "human waste material" in any area of the Library other than in a toilet or other receptacle designed for such waste.

**n.** Committing, or attempting to commit, an act that constitutes a misdemeanor or felony under federal, state, or local law.