

#10.49.1
July 15, 2015
Effective September 1, 2015

**Rules of Behavior
Governing the Use of Tacoma Public Library Facilities**

**TACOMA PUBLIC LIBRARY
Administrative Policy: #10.49.1**

Purpose: The purpose of these rules is to ensure that patrons of Tacoma Public Library have access to and use of the library facilities in a quiet, orderly, peaceful and safe atmosphere, unhindered and undisturbed by the disruptive actions and behavior of others. These rules are further intended to protect the rights and safety of our public and our library staff members and to preserve the property under the control of the Library.

Authority: The Library Board of Trustees has the authority under state law to establish reasonable rules and regulations regarding the use of Tacoma Public Libraries and to exclude any person who willfully and persistently violates those rules. (See RCW 27.12.270 and RCW 27.12.290). The rules shall be enforced in a fair and reasonable manner with exclusion periods that vary based on the nature of the violation.

Request to Identify: The Library Board of Trustees gives the authority to library staff and security staff to request picture identification from any adult that has been asked to leave for any library behavior violation. If picture identification is not available or refused, the maximum duration of exclusion will apply. For minors a parent or legal guardian contact will be required.

Rules of Conduct: For the comfort and safety of patrons and staff and the protection of Library property, the following actions are examples of conduct not allowed on Library property.

- Disruptive behavior, such as creating loud noises, loud talking, screaming or banging on furniture or computer keyboards.
- Entering the Library barefoot or without a shirt or removing one's footwear or shirt while in the Library, or being otherwise attired so as to be disruptive to the Library environment.
- Having offensive body odor or personal hygiene so as to unreasonably interfere with other's ability to use the Library and its facilities.

- Food will be enjoyed outside the library except for approved special circumstances as determined by the Managing Librarian or Administration. Water in closed containers will be permitted in the library except at public computers and in the Northwest Room in the Main Library.
- Bringing in items, excluding personal items, (purse, laptop, and briefcase) that occupy floor space in excess of what will fit beneath one library chair.
- Placing items in such a way as to block access to seating or aisle ways.
- Leaving packages, backpacks, or any other personal items unattended.
- Moving library furniture from where it is placed by Library staff.
- Using wheeled devices such as skateboards, roller skates, roller blades, or heelys.
- Bicycles and scooters must be left in designated areas outside of the facilities. These restrictions do not apply to ADA assistive devices or baby strollers.
- Sleeping or appearing to be sleeping in the Library; having feet on furniture; or blocking aisles, exits or entrances.
- Leaving children under the age of seven unattended in the Library The person responsible for the child must remain with the child. Library staff will not assume responsibility for the safety and security of unattended children. If a problem involving an unattended child of any age arises, the police or child protective services will be called.
- Bringing pets or animals, other than service animals necessary for disabilities, into the Library, except as authorized by the Library Director or his or her designee.
- Inappropriate use of Library property, including computer hardware and software, printers, copiers, and other equipment.
- Using audible devices with or without headphones set to a volume that disturbs others.

- Using cell phones or other communication devices in a manner that disturbs others or use of such devices in areas of the library that are designated as quiet areas.
- Gambling
- Littering
- Smoking of any kind (including e-cigarettes, vaping and marijuana) or tobacco use of any kind.
- Failure to comply with a reasonable staff or security request to cease behavior that interferes with the effective functioning of the library
- Using restrooms for bathing or shampooing, doing laundry or changing clothes
- Verbally or physically harassing other patrons or staff, including stalking, staring, lurking or use of profanity
- Entering the library or library grounds during a period of exclusion
- Taking photo or video of patrons or staff without their permission
- Damaging or stealing Library property in Library facilities or on Library grounds, including any circulating or non-circulating materials, computer hardware and software, copiers, or any other library equipment or property.
- Damaging the personal property of another library patron.
- Engaging in any other behavior that would constitute a misdemeanor under applicable law.
- Assault, fighting, or challenging to fight
- Selling or using alcohol/illegal drugs on library property including library grounds
- Refusing to leave Library property after being issued a Notice of Exclusion
- Offensive touching and obscene acts such as sex acts, and indecent exposure

- Trespassing in nonpublic areas, being in the Library without permission of an authorized Library employee before or after Library operating hours, remaining on Library property once excluded
- Verbally or physically threatening other patrons or staff

Enforcement: Any library staff member, security staff, or Tacoma Police Officer may intervene to stop prohibited activities and behaviors.

Failure to comply with these rules may result in: 1) withdrawal of a person's permission to remain on Library property; and/or 2) issuance of a Notice of Exclusion from Library property for a period of one day to one year, as provided in policies and procedures issued by the Director.

A violation of law may also result in arrest and prosecution. Violation of law and/or these rules may also result in the restriction of Library privileges, including the use of Library computers and other equipment. Authorized personnel may base a Notice of Exclusion on personal observation or upon the sort of civilian reports that would ordinarily be relied upon by police officers in the determination of probable cause.

Administrative Review of Notices of Exclusion: An individual whose Library privileges have been denied for a period of time longer than 30 days may appeal that denial in writing to the Library Director by making a written request to the Library Director to appeal the decision to deny library privileges.

The written request may be filed at any branch of the Tacoma Public Library or sent by certified or registered mail to the Library Director within fourteen (14) days of the denial of Library privileges. The written request shall identify the appellant's name and current mailing address, the time and date of the denial of the privilege, and the basis for the appeal.

The hearing shall be set for a time within fourteen (14) days of receipt of the notice and shall be before the Library Director or the Director's designee as the Hearing Officer.

The appellant shall have the opportunity to offer evidence and testimony that may establish that the denial of privileges was in violation of policies, rules or regulations of the Tacoma Public Library.

The Hearing Officer may consider any competent and reliable evidence including any written reports prepared by employees or security staff of the Library. The Hearing Officer shall render a decision in writing within five (5) business days.