

Rules of Behavior Governing the Use of Library Public Restrooms

TACOMA PUBLIC LIBRARY Administrative Policy: #10.49.2

Purpose: The purpose of these rules is to ensure that patrons of Tacoma Public Library have access to and use of the public restrooms, 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 category 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 and the consequences of those activities.

Category A: Violation of Library rules for use of the Public Restrooms **Duration of exclusion is a verbal warning to a maximum of 30 days**

- Using restrooms for bathing, shaving, shampooing, or brushing teeth
- Doing laundry or changing clothes
- Entering the restrooms when the "Do Not Enter" sign is posted
- Entering the restrooms with any item that the Security staff have asked that you not take into the restrooms (lockers are provided).
- Failure to comply with a reasonable Staff or Security request to cease behavior that interferes with the effective functioning of the Library

Category B: Violation of Library rules for use of the Public Restrooms **Duration of exclusion is a 30 days to a maximum of 1 year**

- Causing any damage to the restroom including but not limited to graffiti, vandalism or other malicious behavior, such as clogging toilets or drains
- Drug or alcohol use
- Intimidation or harassment of the attending Security Staff
- Inappropriate behavior such as two adults in same stall

When the Maintenance Staff or Security staffs indicate that a pattern of abuse has been established or a major incident of abuse has occurred then a stricter set of rules will apply. This will include, but is not limited to the following:

- Limit of one person in the men's and or the women's bathroom at a time (as determined by the problem behaviors)
- Limit of 5 minutes per person which will be timed by the Security Staff and strictly enforced

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 provide 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.