



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

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PURPOSE:

This policy is intended to:

- Protect the rights and safety of Pima County Public Library customers, volunteers and staff;
- Protect the library's materials, equipment, facilities and grounds;
- Guarantee that the Pima County Public Library is able to carry out its mission; and
- Ensure that access to Library facilities, programs, or services is not negatively impacted by behaviors that create an environment that is unsafe, disruptive, or not conducive to the Library's mission.

POLICY:

Pima County Public Library ("PCPL") facilities are open to people of all ages and backgrounds. Customers are encouraged to use the library to:

- Read newspapers, magazines, books and other materials
- Check out library materials
- Attend meetings and programs
- Use computers
- Conduct research
- Complete homework
- Seek information

CUSTOMER CONDUCT:

1. **Safe Environment.** The following actions or behaviors are not allowed on Library property:
 - 1.1. Any act that constitutes a criminal offense under federal, state, or local law, including, but not limited to:
 - 1.1.1. Engaging in prohibited activities that relate to material involving the sexual exploitation of minors;
 - 1.1.2. Using the Internet for activity that violates Arizona law, including engaging in activities that are harmful to minors when children are present;
 - 1.1.3. Theft;



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- 1.1.4. Vandalizing library property or causing damage to any other person's property;
- 1.1.5. Indecent exposure, public sexual indecency, lewd acts, or any other sexual offense;
- 1.1.6. Gambling, other than the types exempted by Arizona law;
- 1.1.7. Disorderly conduct, including, but not limited to: fighting; engaging in violent or seriously disruptive behavior; or threatening or intimidating library staff or any library customer;
- 1.1.8. Harassing or stalking library staff or any library customer. This conduct includes, but is not limited to:
 - 1.1.8.1. Filming or photographing any person without asking that person's permission;
 - 1.1.8.2. Continuing to film or photograph any person after being asked to desist;
 - 1.1.8.3. Engaging in conduct (such as persistent staring or gestures) that would cause a reasonable person to fear for his or her personal safety or feel distressed, alarmed, or harassed; or
 - 1.1.8.4. Using profane, offensive or abusive language that would cause a reasonable person to fear for his or her personal safety or feel distressed, alarmed, or harassed.
- 1.1.9. Possessing, using, selling, or transferring any illegal drug; or
- 1.1.10. Trespassing, including knowingly entering Library premises when access and use of library facilities has been suspended.
- 1.2. Bringing guns, weapons, knives (other than pocket knives), or other items designed or intended to injure or harm people, unless explicitly permitted by law.
- 1.3. Smoking, rolling, or using any tobacco product, marijuana, synthetic tobacco, synthetic marijuana or electronic or other e-cigarettes (smokeless or the equivalent).
- 1.4. Drinking alcoholic beverages or using powdered alcohol products.



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- 1.5. Entering a library building with animals, except for *bona fide* service animals as defined by federal and state law.
 - 1.6. Creating tripping hazards, or blocking aisles, exits or entrances.
 - 1.7. Bringing into the library, or attempting to place or store in the library, any item(s) that:
 - 1.7.1. Interferes with library operations;
 - 1.7.2. Creates a safety hazard;
 - 1.7.3. Denies space to other customers;
 - 1.7.4. Blocks aisles;
 - 1.7.5. Blocks access to or exit from the building;
 - 1.7.6. Is unsanitary or foul-smelling; or
 - 1.7.7. Has a total dimension in excess of 55-inches (excluding items necessary for medical purposes or child care).
 - 1.8. Leaving packages, backpacks, luggage, or any other personal items unattended. Unattended items are subject to removal without notice.
2. **Personal Behavior.** The following actions or behaviors are not allowed on Library property:
- 2.1. Behaving in a manner that disrupts library operations, including, but not limited to:
 - 2.1.1. Being under the influence of alcohol, any drug or other intoxicant;
 - 2.1.2. Loud talking or yelling; or
 - 2.1.3. Running or physical horseplay.
 - 2.2. Allowing a service animal to be disruptive, including, but not limited to, barking or other loud noises, not being under the control of the owner, exhibiting threatening postures and approaching other patrons uninvited.



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- 2.3. Strong, pervasive odors, including body odor, clothing odor, and odors caused by food, perfume or cologne that are injurious to health, indecent, offensive to the senses or an obstruction to the free use or comfortable enjoyment of library premises by other library patrons or library staff.
 - 2.4. Inappropriate use of water fountains or restrooms, including, but not limited to, soliciting or engaging in sexual conduct, bathing, or washing clothes.
 - 2.5. Using the library as a place to sleep.
 - 2.6. Soliciting handouts, donations or contributions.
 - 2.7. Conducting sales activities.
 - 2.8. Not wearing shoes or shirts, except for infants or toddlers.
3. **Use and preservation of library materials and property.** The following actions or behaviors are not allowed on Library property:
- 3.1. Failing to comply with: a library staff member's request to stop an inappropriate behavior; this Code of Conduct; or, any other library policy.
 - 3.2. Manipulating or bypassing Library systems and procedures, such as those that regulate computer use.
 - 3.3. Unplugging library equipment to utilize an electrical outlet.
 - 3.4. Consuming food or beverages in a manner that:
 - 3.4.1. Creates an unclean environment;
 - 3.4.2. Disrupts the activities of staff or other customers;
 - 3.4.3. Disrupts the enjoyment of the library by other customers; or
 - 3.4.4. Soils, damages or in any way harms Library materials, equipment and property.
 - 3.5. Consuming food at computer workstations.



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- 3.6. Failure to clean up any residue, wrappings, or spills after the consumption of food or beverages.
- 3.7. Using furniture for anything other than its intended purpose (e.g. a table is not a foot stool).
- 3.8. Engaging in activities not reasonably associated with use of a public library.

4. **Children in the Library.**

- 4.1. Children are expected to conduct themselves in a manner that does not violate the code of conduct or disrupt other customers. Library staff members are not caregivers or baby sitters. The library is not responsible for any consequences of a parent's or guardian's failing in his or her responsibilities.
- 4.2. Additionally, the following actions or behaviors are not allowed on library property:
 - 4.2.1. Disciplining a child in a manner that injures the child or disrupts other customers.
 - 4.2.2. Leaving young children unsupervised or ignoring their disruptive behaviors.
 - 4.2.3. Adult loitering in the children's areas for no legitimate purpose.

ENFORCEMENT:

The rules set forth above are not intended to limit PCPL from taking action to ensure safety, security, and excellent customer service. Any behavior that is disruptive or that inhibits or prevents PCPL from providing a safe environment or accomplishing its mission may result in the denial of access to facilities and/or services.

These rules will be enforced evenly, consistently, and fairly. Library staff and security personnel will intervene to stop prohibited activities and behaviors. Law enforcement will be contacted if any customer engages in what is believed to be unlawful or dangerous behavior.

CONSEQUENCES OF NON-COMPLIANCE:

Failure to comply with this and Library's other established policies may result in:

1. The immediate removal of the customer from the premises; and/or



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2. Suspending the customer's access to Library facilities for a set period of time; and/or
3. Denying access to specific services and/or programs.

SUSPENSION OF LIBRARY PRIVILEGES:

The librarian may immediately suspend a customer's Library privileges or access to activities, services or facilities if the situation is a serious offense and constitutes a violation of PCPL policies. Examples of serious offenses include, but are not limited to: verbal abuse; violence; threatening behaviors; sexual harassment; vandalism; drug sale, attempted sale or use; intoxication; theft or attempted theft; physical harassment; sexual misconduct; or any behaviors that threaten the safety and security of customers or staff. The librarian may also issue suspensions for repeated violations of library policies.

A suspension may be appealed in writing to the Library Director within 10 calendar days of the date the suspension is issued. The appeal must clearly state why the customer believes that the privileges should be restored. The appeal should be sent to:

Pima County Public Library
Administrative Offices
101 N. Stone Ave.
Tucson, AZ 85701

The Director, or a designee, will review and respond to the appeal in writing within 10 business days of the date the appeal was received. The suspension remains in effect until the Director has reviewed the appeal and issued a decision.

The decision of the Director is final.

Adoption Date: August 7, 2007
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