

Appeal of Suspension

Anyone who has been suspended from library use may challenge the suspension within 7 days.

To request a review of the suspension:

- Write a statement including the reason for requesting an appeal.
- Sign, date, provide contact information, and mail or deliver it to the Library Services Director at Burbank Central Library (110 N. Glenoaks Blvd, Burbank, CA 91502) within 7 days of initial suspension. To email an appeal, please call (818) 238-5551 for the appropriate Library Administration email address.

The written appeal will be reviewed by the Library Director or their designee within 30 business days of the receipt of the request. The suspension will remain in effect during the appeal process. The Library Director's decision is final.

Burbank Public Library

RULES OF CONDUCT

Welcome to Burbank Public Library.

We are glad you are here!
We want this to be a safe, healthy,
welcoming place for everyone.
For that to happen, everyone
must follow the same rules.



Burbank Public Library
Knowledge • Discovery • Community

To keep it simple, all library users need to:

- Respect one another, library staff, and library property
- Contribute to a safe and peaceful library experience
- Follow instructions from library staff
- Follow the Library Rules of Conduct and all city, county, State, and Federal laws

The Library reserves the right to modify these rules at any time.

The following is not allowed at Burbank Public Library.

Disruptive or unsafe behavior (level 1)

- 1.1 Speaking loudly, including on cell phones, or listening to music or video without headphones. Cell phone ringers must be set to silent. Sound from headphones must be inaudible to others.
- 1.2 Sleeping, if doing so blocks access to library technology, resources, shared spaces or passageways.
- 1.3 Running cables or cords across walkways, or adding power strips or extension cords to an outlet.
- 1.4 Eating and drinking around computers and other technology or as dictated by signage.
- 1.5 Not being fully clothed (This includes shirts and shoes).
- 1.6 Entering the Library with heavily scented products, clothing odor, body odor, insects or pests, or with unsanitary belongings that interfere with the use and enjoyment of the Library. If this is an issue you are having difficulty with, our social worker can connect you with services to get assistance.
- 1.7 As an adult, utilizing designated children's or teen areas, except when accompanying a child or teen or accessing the children's or teen collection. Children's areas are for those in eighth grade or younger.
- 1.8 Use of wheeled devices such as skateboards, scooters, skates, business cases, luggage carts, shopping carts, etc. Bicycles must stay outside the building. Exception: Disabled patrons who require assistive devices, and caregivers using strollers for children.
- 1.9 Using another person's library card without permission.
- 1.10 Soliciting, distributing, or selling materials, or panhandling on Library property.

Disruptive or unsafe behavior (level 2)

- 2.1 Failing to follow the instruction of a staff member.
- 2.2 Creating a disturbance in any manner that interferes with people's ability to use the Library, or staff's ability to do their job.
- 2.3 Allowing children under the age of 9 to use the library unattended. (See: Policy on Unattended Children)
- 2.4 Blocking aisles, pathways, or entrances, or otherwise preventing access to areas of the Library.
- 2.5 Monopolizing library space, furniture, electrical outlets, or equipment to the exclusion of other patrons or staff. Belongings cannot be left unattended, and they cannot block aisles, doorways, stairways, elevators, or ramps.
- 2.6 Bringing any animal into the Library except service animals as defined by the Americans with Disabilities Act (ADA). Service animals must be under the control of their handlers at all times.
- 2.7 Loitering, laundering, or preparing food in public restrooms; shaving, showering, or bathing in public restrooms.
- 2.8 Failing to follow guidelines for use of study rooms, meeting rooms, JobConnect or Spark! Lab. See: policies on Study Room, Meeting Room, JobConnect and Spark! Lab use.

Prohibited items and disorderly behavior (level 3)

- 3.1 Possessing, displaying, or using any weapon or using any item as a weapon.
- 3.2 Possessing, displaying, or using any alcohol, marijuana, or illegal drugs.
- 3.3 Being intoxicated or under the influence of drugs.
- 3.4 Smoking cigarettes or e-cigarettes except in designated outdoor spaces as allowed by law.

3.5 Speaking in an abusive, threatening, or harassing manner to other library users or to staff, or using offensive language.

3.6 Making threatening gestures, including prolonged staring at an individual.

3.7 Acts of discrimination and/or verbal, physical, or visual harassment based on any of the following protected characteristics: age, sex, race, color, national origin, ancestry, gender, sexual orientation, genetic information, marital status, religion, citizenship status, medical condition, military and veteran status, or any disability protected by local, State, or Federal law.

Illegal activities (level 4)

- 4.1 Displaying in digital or print format explicit images that could be considered harmful in potential view of minors.
- 4.2 Viewing or printing child pornography.
- 4.3 Sexual misconduct, such as indecent exposure; sexual acts of any type.
- 4.4 Unwanted touching; any behavior that could constitute assault.
- 4.5 Intentionally damaging City property including breaking, defacing, or destroying property or materials.
- 4.6 Stealing library materials, software, or equipment. Patrons who trigger the alarm may be required to open bags for inspection.
- 4.7 Any other activity prohibited by local, State, or Federal law.

Consequences for not following the Library Rules of Conduct range from a warning to a three-year suspension. Suspension from Library privileges includes all three library facilities for one or more days. The effective date and length of suspension shall be determined by Library Administration, depending upon the scope and severity of the violation, and notice of such suspension shall be made in writing.