

Burbank Public Library

RULES OF CONDUCT

Burbank Public Library connects the community to opportunities for growth, inspiration and discovery.

In fulfilling this mission, we are committed to providing a safe and positive Library experience for everyone.



burbanklibrary.org

Consequences

Consequences for violation of the Library Rules of Conduct or the commission of other illegal conduct in the Library include:

- Verbal warning;
- Instruction to leave the Library immediately and not to return to any Burbank Public Library facility for the rest of the day;
- Suspension of Library privileges, including removal from, and denial of access to, all Library services, facilities and grounds for a period ranging from one day to 3 years based on the severity of the violation. Guardians of minors will be notified;
- Criminal sanctions;
- Permanent suspensions in extreme cases involving illegal behavior or repeated suspensions with no positive change in behavior.

The above consequences may be applied cumulatively.

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 deliver it to the Library Services Director at the Burbank Central Library within 7 days of initial suspension.
- The written appeal will be reviewed by the Library Director or his/her 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.

To maintain a welcoming environment for all, we expect all Library users to:

- Respect each other, Library staff and Library property
- Do their part to contribute to a peaceful Library experience
- Follow instruction from Library staff members
- Follow the Library Rules of Conduct and all city, county, state and federal laws

Burbank Central Library
110 N. Glenoaks Blvd.
818-238-5600

Buena Vista Branch Library
300 N. Buena Vista St.
818-238-5620

Northwest Branch Library
3323 W. Victory Blvd.
818-238-5640

The following activities are not allowed at Burbank Public Library.
Rules apply inside Library facilities and on Library grounds, including walkways, parking lots and grass areas.

Section I: Disruptive or unsafe behavior

- A. Failing to follow the instruction of a staff member.
- B. Creating a disturbance in any manner that interferes with people's ability to use the Library or staff's ability to do their job.
- C. Speaking in an abusive, threatening or harassing manner to other library users or to staff or using profane language.
- D. Making threatening gestures, including prolonged staring at an individual or displaying a weapon; unwanted touching; any behavior that could constitute assault.
- E. Speaking loudly, including on cell phones, or listening to music or video without headphones. Cell phone ringers should be set to silent. Sound from headphones must be inaudible to others.
- F. Sleeping for a period of more than one hour inside buildings.
- G. Sleeping at the public computers or on the floor.
- H. Eating anywhere other than designated areas. Beverages are allowed in cups with a lid or cap. No food or drink is allowed while using Library technology.
- I. Not being fully clothed including shirts and shoes.
- J. Bringing garbage or items with a foul odor into Library buildings.
- K. Wearing scented products strong enough to be disruptive.
- L. Allowing children under the age of 9 to use the Library unattended.

Section II: Inappropriate or unsafe uses of space

- A. Blocking aisles, pathways or entrances or otherwise preventing access to areas of the Library.
- B. Running cables or cords across walkways or adding power strips or extension cords to an outlet.
- C. Bringing amounts of personal belongings into the Library beyond what fits under a chair; leaving belongings unattended.
- D. Displaying alcohol, marijuana or weapons.
- E. 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.
- F. As an adult, utilizing designated children's or teen areas, except when accompanying a child or teen or using the children's or teen collection. Children's areas are for those in eighth grade or younger. See policy on Unattended Children.
- G. Using restrooms for bathing or shaving.
- H. Riding on skateboards, scooters or skates in the Library; bringing bicycles inside.
- I. Failing to follow guidelines for use of study or meeting rooms. See policies on Study Room and Meeting Room Use.

Section III: Illegal activities

- A. Viewing child pornography or exposing a child to any pornography.
- B. Sexual misconduct, such as indecent exposure, touching or harassing patrons or staff; sexual acts of any type are not permitted.
- C. Smoking cigarettes or e-cigarettes except in outdoor spaces allowed by law; consuming alcohol or marijuana inside the Library or on Library grounds; possessing or using illegal drugs; being intoxicated or under the influence of drugs.
- D. Tampering with or stealing Library materials, software or equipment. Patrons who trigger the alarm may be required to open bags for inspection.
- E. Using another person's Library card without permission.
- F. Soliciting, distributing or selling materials, or panhandling inside Library buildings.

The Library reserves the right to modify these rules at any time.
Additional policies can be accessed at burbanklibrary.org