

**Subject:** Glendora Library Policy On Appropriate Library Behavior

**Effective:** October 1, 1991, Revised March 16, 1992, Revised October 24, 1994,  
Revised October 20, 1997, December 11, 2000, reviewed May 19, 2003,  
Revised January 16, 2007, reviewed February 20, 2007

**Policy Objective:**

To establish a policy which: protects the rights of all library patrons to an atmosphere which is conducive to reading, writing, studying, thinking and obtaining information; allows library staff to conduct their work without undue interference; and protects library materials.

**Authority:**

Board of Trustees of the Glendora Public Library.

**Assigned Responsibility:**

Board of Trustees of the Glendora Public Library, Library Director and assigned staff.

**Policy:**

1. No disruptive behavior shall be allowed in the library. Disruptive behavior is that which causes actual or imminent interference with another library patrons' ability to use the library in a quiet and orderly atmosphere or interferes with the daily operations and duties of the library staff.

Staff will take appropriate action when patron behavior causes disruption or unreasonable interference in the delivery of services. Staff respects, and will respond to, complaints from patrons, and will exercise professional judgment in taking appropriate action on a case-by-case basis.

Inappropriate behavior includes, but is not limited to the following:

- Creating a disturbance, or harassing other patrons or staff by loud or boisterous talking including on phones or media devices, abusive language, laughing or other noise, yelling, running, pushing, throwing objects, intimidating behavior, misusing the library facilities and furniture, etc;
- Refusal to follow library procedures;
- Abuse of the library's food and drink policy;
- Bringing pets or other animals (except service or seeing eye dogs) into the building or leaving them unattended on library grounds;
- Roller skating, skateboarding, and related activities or bringing a bicycle into the library;
- Not being fully clothed, including shirt and shoes;
- Refusal to relinquish computer equipment or other library resources after scheduled time period for use has expired;

- Entering areas marked "staff only";
- Failure to pay fines or other Library costs when due;
- Selling, panhandling, or soliciting in the library building, on the grounds or in the parking lot;

2. Illegal activities are not permitted, including but not limited to:

- Possession of illegal drugs;
- Being under the influence of alcohol or drugs;
- Possession of unpermitted weapons;
- Destroying, defacing, or illegally removing library materials or property;
- Smoking in the building;
- Gambling;

Use of alcoholic beverages is permitted only under specific regulations (See City Administrative Policy No. 1.21 and 4.01).

3. Depending on the seriousness of the offense, a warning may or may not be given. Library users violating these policies will be required to leave the library for the remainder of the day. Library users repeatedly violating the behavior policy will lose all library and computer privileges for up to six months. If the user is a minor, the parent or legal guardian will be notified and informed of the nature of the violation and the resulting consequences. When necessary, the police will be called for assistance. Appeals regarding loss of privileges may be made to the Library Director and Library Board of Trustees.

Approved and adopted this 20th day of February, 2007

Ayes: 4

City of Glendora  
Library Board of Trustees

Noes: 0

Absent: 1

Attest: Robin Weed-Brown  
Robin Weed-Brown, Library Director

By: Sylvia Stakey  
Sylvia Stakey, President