



LIBRARY SERVICES

585 Franklin Street • Mountain View • California • 94041-1998
650-903-6335 • Fax 650-962-0438

CITY OF MOUNTAIN VIEW LIBRARY BEHAVIOR POLICY

The Library provides a comfortable and safe environment where customers can read, study, and work; use Library equipment, resources, and services; and where Library staff can perform their duties effectively without interference. Since the Library is used for various purposes, quiet areas have been designated for customers who prefer a quieter environment. Loud, disruptive, disrespectful, threatening, disturbing, profane, abusive, or other behavior not reasonably expected in a public library will not be tolerated throughout the building, and customers acting in such a manner will be asked to leave.

In order to allow Library staff and customers to use the Library's facilities without disturbance and to provide a clean, pleasant, and safe environment, the following guidelines are to be followed:

- Treat Library staff and other customers with courtesy and respect.
- Follow the direction of Library staff members or Library Police Assistants.
- Respect the privacy of others.
- Bring only covered drinks inside the Library. Consume all food and uncovered drinks outside the Library.
- Observe time limits and use guidelines for computers and other equipment and group study rooms.
- Observe posted rules for no talking and no audible electronic devices in "Quiet Study" areas. Keep voices down in other areas.
- Keep personal items with you at all times. The Library is not responsible for unattended items.
- Silence or set to vibrate all cell phones and other electronic devices. Keep voices down and conversations at a minimum.

- Use headsets when listening to music, movies, or other audible sounds from any device and set headset volume to the lowest audible level.
- Follow all applicable Federal, State, and local laws.

SAFETY:

- Ensure that children under the age of eight are directly supervised. Children age 11 and under must be accompanied by an adult and/or caregiver age 14 or older while in the Library.
- Use appropriate facilities and equipment. Children's restrooms are prioritized for children and those accompanying them. Children's computers are reserved for children and those accompanying them.
- Follow guidelines related to use of areas designated for children and teens as such areas may be restricted by age or grade level to keep the Library welcoming and comfortable for minors.
- Keep entrances, exits, and aisles clear. Place backpacks and similar items under tables or chairs.
- Leave large or bulky items, such as luggage and shopping carts, outside the Library. Personal items must fit under a chair or table.
- Secure bicycles in racks provided on Franklin Street or near the park side entrance.
- Use furniture appropriately. Do not damage, misuse, or tilt chairs or place feet or shoes on furniture.
- Wear shoes and shirts in the Library at all times.

PROHIBITED ACTIVITIES:

- Interfering with another person's use of Library materials, equipment, or resources.
- Viewing harmful or pornographic material. Viewing harmful or pornographic material in the presence of a minor is a violation of California Penal Code 313.1.
- Running and jumping and other activities that could cause injury to you or to others.

- Soliciting, panhandling, or attempting to sell items for fundraising or other commercial purposes not part of an approved Library program. All flyers or other written material must be approved by Library staff (see Bulletin Boards and Community Information Areas Policy).
- Writing on or otherwise damaging Library property, including books, walls, furniture, computer equipment, and facilities.
- Bringing animals inside the Library, except service animals as defined by law.
- Sleeping, bathing, shaving, or washing clothes.
- Personally monopolizing Library space, seating, tables, or equipment to the exclusion of other patrons or staff.
- Interfering with others' use and enjoyment of the Library with strong, pervasive odors, including body odor or odors caused by perfume or cologne.
- Disruptive behavior due to drinking alcoholic beverages or being under the influence of alcohol or drugs.
- Smoking inside or within 25' of the Library.
- Bringing weapons of any kind inside the Library.

HEALTH AND CLEANLINESS:

It is the Library's responsibility to maintain a comfortable and safe environment for all customers, and to protect the Library's collections, equipment, and property. To this end, the Library may restrict a customer's ability to borrow material and/or visit the Library when such activity may jeopardize the health and cleanliness of the Library, the Library collections and Library customers.

A customer may be asked to leave the Library, and/or have future access to the Library suspended if a customer or customer's possessions present with fleas, lice, roaches, bed bugs, or other insects or pests. Should it become necessary to suspend Library privileges in order to protect Library collections, facilities, or other individuals, direct notification of the suspension will be made by Library staff at the time of the occurrence. Suspension of access to the Library and borrowing privileges will be considered temporary and will be restored when the suspended customer demonstrates that the originating situation has been remediated. This may include proof of qualified

extermination procedures conducted at the customer's primary residence. Confirming information may include copies of receipts for treatment, a letter from a licensed pest control company or a written statement from the owner or property manager of a multi-family rental residence. In some circumstances, proof of a change of residential address may also be accepted.

RETURNING MATERIAL THAT MAY HAVE COME IN CONTACT WITH PESTS:

If Library materials have come into contact with fleas, lice, roaches, bed bugs, or other insects or pests while in a customer's possession, the customer should not return the materials. Customers should contact the Library. Materials that must be discarded may be charged to the customer at full replacement value.

Library privileges may be suspended when evidence that items checked out on a customer's library card were returned with insects known to be damaging or could result in pest infestation to library materials, e.g. fleas, lice, roaches, bed bugs, or other insects or pests.

SUSPENSION OF LIBRARY PRIVILEGES FOR VIOLATION OF THE BEHAVIOR POLICY:

Anyone violating this Policy may be asked to leave the Library and/or have privileges suspended. Violations of this Policy may result in suspension of Library privileges up to one year at staff's discretion. Enforcement will be by Library staff, Library Police Assistants, or, if necessary, by the Mountain View Police Department as appropriate.

The Library Director or his or her designee shall determine whether an extended suspension is warranted and issue a letter to the patron informing him or her of the grounds for the suspension.

In the case of a minor (under the age of 18), the library will attempt to notify a parent or guardian and provide the parent or guardian with a copy of the suspension letter.

REQUEST FOR SUSPENSION APPEAL /HEARING PANEL PROCEDURE AND FORM:

Any patron suspended for one to 30 days has a right to appeal their suspension from the Library. To appeal a suspension:

1. Complete the Request for Suspension Appeal/Hearing Panel Form.

2. Return the completed form to the Mountain View Library. Staff will sign the form to acknowledge its receipt and will provide you with a copy for your records.
3. The completed form must be received by staff at the Library within seven days from the date of the suspension. Postmarks will not apply.

Suspension Appeal Procedure (One to Thirty Day Suspension)

Upon receipt of your Request for Suspension Appeal/Hearing Panel Form:

1. A Suspension Appeal decision meeting comprising authorized Library staff will take place. Library staff or patrons who witnessed the incident(s) may also be asked to attend.
2. The Suspension Appeal meeting will convene privately to discuss the evidence and make a final suspension determination.
3. The suspension will be withdrawn if the authorized Suspension Appeal meeting members determine, by a preponderance of evidence, that the behavior(s) cited on the Notice of Suspension did not occur and that the suspension was deemed unwarranted.
4. Within seven days from the date the Library receives your Request for Suspension a Suspension Appeal/Hearing Panel Determination Notice will be mailed to the address provided by you on the Request for Suspension Appeal/Hearing Panel Form.
5. If you do not have a mailing address, you must return to the Mountain View Library within seven days from the date the Library receives your Request for Suspension Appeal/Hearing Panel Form to pick up your Suspension Appeal/Hearing Panel Determination Notice.
6. The Suspension Appeal Determination decision is final.

Suspension Appeal Procedure (31 Days to One Year Suspension)

Any patron suspended for 31 days to one year has the right to a hearing with the Suspension Hearing Panel.

To request a hearing:

1. Complete the Request for Suspension Appeal/Hearing Panel Form.
2. Return the completed form to the Mountain View Library. Staff will sign the form to acknowledge its receipt and will provide you with a copy for your records.
3. The completed form must be received by staff at the Library within seven days from the date of the suspension. Postmarks will not apply.

Upon receipt of your Request for Suspension Appeal/Hearing Panel Form:

1. Within seven days from the date the Library receives your Request for Suspension Appeal/Hearing Panel Form, the Library will mail you a notice providing you with the date, time, and location of the Suspension Hearing Panel.
2. If you do not have a mailing address, you must return to Mountain View Library seven days from the date the Library receives your Request for Suspension Appeal/Hearing Panel Form to pick up your notice of date, time, and location of the Suspension Hearing Panel.
3. The Suspension Hearing Panel will comprise authorized Library staff and a Library Board of Trustee designee. Library staff, a Library Police Assistant or Library customers who were witnesses to the event(s) may also be asked to appear.
4. When you arrive for your hearing you will be provided the opportunity to present evidence or reasons why the suspension should be withdrawn.
5. A parent or guardian must accompany a minor (under the age of 18 unless emancipated) to the hearing.
6. After all the evidence has been presented, the Suspension Hearing Panel may convene privately to discuss the determination.
7. The suspension will be withdrawn if the Suspension Hearing Panel determines, by a preponderance of evidence, that the behavior(s) cited on the Notice of Suspension from Library Form did not occur and that the suspension is unwarranted.
8. Within seven days of the date of your hearing, a Suspension Appeal/Hearing Panel Determination Notice will be mailed to you that will include the findings in support of the decision.
If you do not have a mailing address, you may return to the Library after seven days to pick up a copy of the Suspension Appeal/Hearing Panel Determination Notice.
9. The Suspension Hearing Panel Determination decision is final.

Any suspension from the Library will require a meeting with the Library Services Director or his or her designee and a commitment to adhere to these behavior standards before an individual's Library privileges are restored.

Adopted by the Library Board of Trustees: October 1, 2001
Revised: August 17, 2020

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