

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

CITY OF MOUNTAIN VIEW LIBRARY BEHAVIOR POLICY

POLICY:

The Library provides a comfortable and safe environment where customers can read, study, and work; ~~and~~ use Library equipment, resources, and services; and where Library staff can perform its 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, ~~or~~ abusive, or other behavior not reasonably expected in a public library ~~is-will not be~~ tolerated throughout the building and customers acting in such a manner will be asked to leave ~~the Library~~.

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.
- ~~Obey~~ Follow the direction of a Library staff member or Library Police Assistant.
- Respect the privacy of others.
- Bring only covered drinks inside the Library. ~~Consume~~ 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~~ Keep voices down in other areas.
- ~~Respect and protect equipment and furniture and report any problems to Library staff.~~

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- Keep personal items with you at all times. **The Library is not responsible for unattended items.**

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- ~~Obey all applicable Federal, State and local laws.~~

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PERSONAL ELECTRONIC DEVICES:

- Silence or set to vibrate all cell phones and pagers. Keep voices down and conversations at a minimum.
- Use headsets when listening to music, movies, or other audible sounds from any device. Set computer or other personal electronic device sounds/signals to the lowest audible level.

- ~~Follow all applicable Federal, State, and local laws.~~

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SAFETY:

- **Ensure that Children under the age of eight ~~must be~~ directly supervised by a responsible adult at all times.**

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- ~~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.~~

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- Keep entrances, exits, and aisles clear. ~~P~~Place backpacks and similar items under tables or chairs.
- Leave large or bulky items, such as bags and shopping carts, outside the Library. ~~the only wheeled vehicles permitted are wheelchairs and strollers. P~~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. ~~d~~Do not damage, misuse, or tilt chairs, or place feet or shoes on furniture.

- ~~Personally monopolizing Library space, seating, tables, or equipment to the exclusion of other patrons or staff.~~

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- Wear shoes and shirts in the Library at all times.
- ~~Running and jumping and other activities that could cause injury to you or to others are not permitted in the Library or on Library grounds.~~
- ~~Follow regulations posted outside the Library prohibiting using or riding skateboards, rollerblades, roller skates, bicycles or scooters on sidewalks or paths.~~

ACTIVITIES NOT ALLOWED:

- Interfering with another person's use of Library materials, equipment or resources.
- Viewing harmful matter in the presence of a minor in 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 ~~sanctioned by the Library~~ 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, 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 Sstrong, pervasive odors, including body odor or odors caused by perfume or cologne, which interfere with others' use and enjoyment of the library.~~
- Disruptive behavior due to dDrinking alcoholic beverages or being under the influence of alcohol or drugs.

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- Smoking [inside or](#) within 25' of the Library.
- Bringing weapons of any kind inside the Library.

Anyone violating this ~~P~~olicy may be asked to leave the Library and/or have privileges suspended. [One warning will be given and if behavior that violates this Policy persists, Library privileges can be suspended up to two weeks. Repeated violations of this Policye library behavior 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.](#)

Adopted by the Library Board of Trustees: October 1, 2001
Revised: March 1, 2012

~~LIB/~~Behavior Policy