

# LIBRARY USE GUIDELINES

Library and Community Services  
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## Purpose

Menlo Park Library provides access to all through its collections, programs, facilities and resources. We strive to serve our visitors effectively by providing a welcoming and safe environment. At the same time, we ask that visitors help us to maintain an atmosphere that is conducive to learning and community engagement by following these Guidelines.

Entering the library constitutes an implicit acceptance of these guidelines and an acknowledgement of the right of library staff to take any action they see fit while interpreting these guidelines.

In case of an emergency, follow library staff instructions promptly. We welcome everyone to:

- Study, read and enjoy our environment within the limits of its intended use
- Find materials in good condition
- Feel safe and secure

## Prohibited conduct and activities

In consideration of all library visitors and staff, the following activities are not allowed:

- Leaving a vulnerable adult or a child under the age of 11 unattended
- Entering the designated children's area, attending a program for children, or using a designated children's computer without being accompanied by a child (0 to 12) or without a demonstrated need to access the children's collection
- Using the designated teen area, attending a program for teens, or using a designated teen computer without being accompanied by a teen (13-17) or without a demonstrated need to access the teen collection
- Disturbing others by talking loudly or with other noisy activity—including any loud sound originating from any electronic device; please do use headphones when listening to audio on any electronic devices
- Conversing using a cellphone except in designated areas
- Sleeping—as a safety precaution sleeping individuals will be awakened
- Eating—except in the designated areas, or food provided at library-sponsored events
- Drinking—except for covered beverages in the designated areas, or beverages provided at library-sponsored events
- Presenting offensive and pervasive odor or odors that may make the use of the library difficult for others
- Bathing, shaving, haircutting or washing clothes in the public restrooms
- Entering the library without shoes or adequate clothing, including top and bottom
- Bringing in animals other than service animals recognized under Titles II and III of the Americans with Disabilities Act (ADA)
- Leaving pets unattended and/or unleashed in outdoor areas near the library, including but not limited to entryways, pathways, lawns and outdoor seating areas
- Bringing carts, bicycles, scooters, skateboards or similar items into the library or leaving them at the entrance—except when the vehicle is: used by disabled people or is used to carry an infant/child
- Wearing skates or roller blades inside the library
- Changing your child's diaper—except in the designated area of the public restrooms
- Blocking aisles, shelves or any thoroughfare with personal items, or leaving items unattended at any time—except to use the restroom for a reasonable amount of time
- Putting feet on library furniture, rearranging the furniture or using the furniture for other than its intended purpose
- Bringing weapons of any kind into the library
- Harassing library users or staff—including physical, sexual, verbal harassment or stalking
- Selling, soliciting or using illegal drugs on library premises
- Alcohol is prohibited, except at library-sponsored after-hours events
- Soliciting or begging for money, donations or signatures, or the distribution or posting of any printed material except by library support groups or as a part of a library-sponsored event
- Smoking, including using electronic and smoke-free cigarettes (vaping) inside or within 50 feet of the library building
- Vandalizing library facilities, equipment or materials
- Removing library materials from the building without checking them out

- Engaging in sexual conduct or lewd behavior
- Viewing or displaying inappropriate, sexually explicit or illegal material in the library
- Illegal activity of any kind will be reported to law enforcement
- Violation of any federal, state, or local public health orders, restrictions, protocols and/or guidelines

#### **Enforcement**

Failure to follow these guidelines will result in the following actions:

- Individuals will be asked to leave
- Library visiting privileges may be suspended for an extended time period
- Library staff may call local law enforcement to provide assistance in enforcing these guidelines
- Illegal activity in the library may result in arrest and/or prosecution in addition to suspension of library privileges
- Customers who return to the library before a suspension has ended may be charged with trespassing

#### **Additional information**

- In case of an emergency, promptly follow all library staff instructions
- Theft of library property, or property of library staff, or property of library visitors is prohibited
- State law permits library staff to search purses, bags, parcels, briefcases and other packages to prevent the theft of books and library materials, and authorizes the detention for a reasonable period of any person using these facilities who is suspected of committing library theft (California Penal Code §490.5.)