Sausalito Public Library

Guidelines for Library Use

Welcome to the Sausalito Public Library! The Sausalito Public Library seeks to provide its users with a safe and pleasant library experience in an atmosphere conducive to study, reading, and the appropriate use of materials and services. To achieve that goal, the Sausalito Public Library primarily relies on people to show civility and courtesy to their fellow library users and to library staff.

I. Child Safety

In order to ensure a safe environment for children in the library, parents and caregivers are advised of the following guidelines:

- Library staff is not responsible for the supervision or management of individual children.
- Children under the age of 8 must be accompanied and actively supervised by an attentive caregiver aged 14 or older.
- Youth aged 8 and older may be unattended, provided they are able to enjoy library spaces and resources independently and in accordance with behavior guidelines as outlined for all library patrons below.
- Unaccompanied youth aged 8 and older must be able to provide the name and contact information of a parent or caregiver in the event of early closure, emergency, or if the child is asked to leave due to adverse behavior.

II. Behavior Guidelines: Zero Tolerance

In order to ensure a safe environment for everyone in the library, the following types of behavior will not be tolerated.

- Physical abuse or assault
- Fighting or challenging to fight
- Threatening or intimidating library patrons and/or library staff, including making unwanted sexual advances
- Engaging in or soliciting any sexual act
- Damaging, destroying, or theft of library property
- Behaving in any other manner prohibited by federal, state, or local law

The senior librarian on duty will direct anyone displaying these behaviors to leave the library immediately. If a librarian is not on duty, library assistants may assume the responsibility of asking anyone displaying these behaviors to leave the library. Police will be called and additional legal action may occur, as appropriate. In addition, based on the severity of the situation, a suspension of library privileges for up to one year will be applied by the City Librarian without warning or prior suspension. A longer suspension of Sausalito Library use privileges, up to and including a lifetime suspension, may be imposed by the City Librarian in extreme situations, based on consultation with the Library Board, the Sausalito Police Department, and the City Attorney.

III. Behavior Guidelines: Repeat Violation Will Lead to Suspension

The following types of behavior may result in warnings, expulsions, or suspension of library privileges:

- Engaging in disruptive behavior which interferes with the right of other library patrons to use the library
- Engaging in disruptive behavior which interferes with the ability of library staff to perform their duties
- Remaining upon library premises with offensive bodily hygiene that constitutes a nuisance to others
- Leaving children under the age of eight unattended in the library
- Loitering in a children's area if you are an adult, unaccompanied by a child, who is not actively making use of items from the children's collection
- Consuming alcohol or possessing open alcohol while present in the library, unless the alcohol is served as part of a library event

The senior librarian on duty may impose the following upon anyone displaying the above behavior:

FIRST VIOLATION: Verbal warning is given
SECOND VIOLATION: Directed to the copy of the Guidelines posted on the bulletin board inside the Library
THIRD VIOLATION: Library privileges suspended for one day
FOURTH VIOLATION: Library privileges suspended for seven days
FIFTH VIOLATION: Library privileges suspended for up to one year

If a librarian is not on duty, warnings and one-day suspensions may be given by library assistants. Each violation and corresponding warning or suspension will be documented in a written report to be filed with the City Librarian.

IV. Appealing a Suspension

A patron suspended for more than one day may appeal the suspension by contacting the Library Board of Trustees via a written notice of appeal within five working days of the suspension. The notice of appeal shall be filed with both the City Librarian and the Chairperson of the Library Board, care of the Sausalito Public Library, 420 Litho Street, Sausalito, CA 94965.

The appeal itself can be made either in person or in writing.

<u>If in writing</u>: the board will vote on the appeal at the next regularly scheduled board meeting. The appeal will be the first item on the meeting agenda following the period for public comment.

<u>If in person</u>: the suspended patron will be asked to appear at the next regularly scheduled board meeting. The patron will be provided at least 10 days' notice of the meeting date. A parent or guardian must accompany a minor (under the age of 18) to the hearing. The appeal

will be the first item on the meeting agenda following the period for public comment. The appellant will make a verbal presentation to the board of not more than three minutes duration stating the reasons for the appeal. Immediately following this presentation the board will discuss and vote on the appeal.

Library users who wish to request a reasonable accommodation of these guidelines because of a disability or health problem may contact the City Librarian at (415) 289-4123.

Approved by the Sausalito Public Library Board of Trustees on February 11, 2014

Amended January 13, 2015 * Amended October 6, 2016 * Amended October 12, 2017 * Amended April 12, 2018 * Amended June 14, 2018