



POLICY

SECTION: 4.2.a

SUBJECT: Rules and Regulations for
Conduct in Library and on Library
Property

The Library is to be used for education, reading, use of library resources and library-sponsored activities. Patrons shall be engaged in activities consistent with the intended use of the library. Patrons not engaged in the intended uses, such as reading, studying, using library materials, or participating in library-sponsored activities, may be asked to leave the building.

Library Staff have the authority to maintain order, insure the safety of staff and customers, and enforce these and other regulations. Directives given by Library Staff must be followed.

In order to provide an atmosphere conducive to the appropriate use of library services and library facilities, the Richmond Public Library requires the public to comply with the following rules and regulations:

- Bringing food or beverage in any type of container into the building, or consuming food or beverage in the building, is prohibited.
- Sleeping or putting your head, feet or legs on library furniture is prohibited. Sleeping at any place on library property is prohibited.
- Shoes and shirt must be worn at all times, and clothes must be properly fastened.
- Customers must maintain an acceptable standard of personal hygiene. Customers whose bodily hygiene substantially interferes with other persons shall be required to leave the building.
- Possessing or consuming alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs, is prohibited.
- Smoking or other uses of tobacco in library buildings is prohibited. Smoking is prohibited within 20 feet of library entrances and exits.
- Bringing in more than two book-bags, briefcases or school-type backpacks is prohibited. No bag can be over 18 inches in length. Plastic bags or garbage bags, and larger bags of any type, including bedrolls or luggage, are prohibited. Shopping carts or grocery carts are prohibited. All bags may be searched by security staff. Bags/packages left outside of library buildings will be discarded.
- Bicycles, skateboards or similar items may not be brought into the library building.
- Using cell phones or other devices for conversation or communication inside the Library is prohibited. Ringers must be set to vibrate or turned off while in the building.
- Verbal or physical abuse, or profanity directed at library customers or library staff will not be tolerated.
- Carrying concealed weapons is prohibited, except as permitted by law.
- Inappropriate use of library computers or equipment is prohibited and will be cause for suspension of computer use. Please see the Computer and Acceptable Internet Use Policy.
- Damaging, destroying, or stealing any Library property, or another person's property is prohibited.
- Misuse of rest rooms is prohibited. Rest rooms are for library patrons only. Changing or washing clothes, shaving or bathing is not allowed.
- Taking Library materials into rest rooms is prohibited.
- Removing Library materials from the premises without following established lending procedures is prohibited.
- Selling and/or soliciting for services, money or items is prohibited.
- Distributing or posting printed materials/literature must be approved by the library prior to distribution or posting.

- Bringing animals into the Library other than assistance animals is prohibited. Pets in Library Park must be on a leash and owners must clean up after their pets.
- Using pay phones for extended periods is not allowed. Pay phones are not to be used to receive incoming calls.
- Playing cards or games of any kind, other than games on computers, is prohibited.
- Moving tables, chairs or other furniture is prohibited.
- Children's areas are for children and their parents or care providers only.
- Leaving a child ten years of age and under who is unattended by a responsible adult is prohibited. Loud or disruptive children and adults may be asked to leave.
- If computer users need to speak during their computer time, or get up to retrieve print-outs or ask the staff for assistance, they should do so as quietly as possible and be considerate of the quiet and privacy that other computer users may need in order to finish their work in the time allotted.
- Skateboarding on library property is prohibited.
- Remaining in the Library after closing time is prohibited.
- Loitering around library buildings is prohibited; trespassing in non-public areas of the library is prohibited.
- Conduct in violation of Federal, State, or local law, ordinance or regulation will be cause for removal from the library, and individuals will be charged and prosecuted.

Failure to comply with the Library's established rules and regulations may result in exclusion from the Library for the day, or permanently, and/or in arrest.

Theft of Library materials is a serious offense and will result in permanent exclusion from the library and arrest.

Communication of threats, physical violence or sexual offenses will result in permanent exclusion.

Trespassers will be arrested and prosecuted.

See also Policy 4.5 Package Restriction.

See also Policy 4.7 Supervision of Children

See also Policy 6.1 Computer and Acceptable Internet Use

Reviewed by City Attorney – February 2012

Adopted: February 2012