

## Code of Conduct Enforcement Guidelines

This document is intended to ensure that behavior that violates Hayward Public Library's Code of Conduct are dealt with in a consistent manner and guarantee that Hayward Public Library (Library) facilities are safe and welcoming to all. Persons who violate the policy may receive a warning from staff and/or an opportunity to correct their behavior or may be asked to leave the library. Persons who violate the code through the use of a telephone or electronic communication, may have their communication ignored or may be forbidden from communicating with the Library in such a manner.

Illegal activity, as well as any repeated or egregious violations of the Code of Conduct or other library policies may result in removal from the facility and/or suspension of library privileges. Longer suspensions of the privilege to enter or use Library premises or services will be given based on the severity of the offense as outlined below. In addition, where authorized by Federal, State or local law, violations of these guidelines may also result in arrest or other legal measures, including Restraining or Stay Away orders. Any of the listed offences may result in involvement of Law Enforcement personnel to help restore order.

Any repetition of offences beyond the 3rd time, or of an assortment of more than 3 offences by one individual within a period of 18 months may result in an indefinite or even permanent suspension of Library-use privileges which will be determined on a case-by-case basis.

Suspension periods for minors may be adjusted at the discretion of Library staff.

Suspensions of privileges may be appealed by contacting the Library Director as explained in the suspension of privileges notice, though it will continue to be enforced during the appeal process.

Behavior	First Offense	Second Offense	Third Offense
1. Any conduct that violates federal, state, or local statutes or ordinances.	30 Days or as determined by the law	60 Days or as determined by the law	90 Days or as determined by the law

2. Displaying, using, or threatening the use of firearms or other deadly weapons. Exemptions from this prohibition are recognized for law enforcement and individuals licensed to carry handguns in accordance with state law. Individuals licensed to carry handguns may be asked to show proof of this privilege.	30 Days	60 Days	90 Days
3. Physically assaulting other patrons or staff.	60 Days minimum. and possible arrest	120 Days and possible arrest	180 Days and possible arrest
4. Use of illegal or recreational drugs including alcohol, tobacco, or cannabis, including smoking, vaping, or use of e-cigarettes.	Asked to leave for the day	7 Days	30 days
5. The use of abusive, threatening, harassing, or offensive language.	Asked to leave for the day	7 Days	30 days
6. Harassing behavior toward any person in the library, including but not limited to staring, stalking, lurking, repeated unwanted personal and/or embarrassing questions or attention	Asked to leave for the day	7 Days	30 days
7. Defacing, damaging, or stealing Library or City property or the property of Library staff or patrons.	Asked to leave for the day	7 Days	30 days
8. Failure to follow the reasonable direction of a Library staff member, intentionally monopolizing staff time to the exclusion of others, or engaging in any other behavior or activity that prevents or hinders Library employees in the performance of their duties.	Asked to leave for the day	7 Days	30 days
9. Refusal to leave the premises when asked by a member or the staff or returning to the Library when banned.	7 days and possible arrest	14 days and possible arrest	30 days and possible arrest

10. Engaging in or soliciting any type of unwanted or explicit sexual contact or behavior.	Asked to leave for the day	7 Days	30 days
11. Soliciting or asking for money, donations, or signatures, or the distribution or posting of any printed materials except through authorized library procedures subject to the Community Information Board Policy.	Asked to leave for the day	7 Days	30 days
12. Viewing or displaying inappropriate or sexually explicit material that is visible to other patrons or staff, on library or personal computers or devices. Use of library computers and Wi-Fi is further subject to the Computer Use Policy.	Asked to leave for the day	7 Days	30 days
13. Neglecting to provide proper supervision of children and dependent adults. Children under the age of 10 may not be left unattended in the library. See the Unattended Children Policy for additional information.	Asked to leave for the day	7 Days	30 days
14. Entering or remaining in age-restricted areas. While everyone is welcome to browse for materials, seating in the Children's area is reserved for children and families, and seating in the teen room is limited to teens aged 13-17.	Asked to leave for the day	7 Days	30 days
15. Bringing animals, other than service animals assisting people with disabilities, inside library facilities or within 10 feet of any door. Service animals recognized under Titles II and III of the Americans with Disabilities Act (ADA) and under California laws protecting the use of service dogs are permitted in the library.	Asked to leave for the day	7 Days	30 days
16. Presenting offensive and pervasive odors which constitute a nuisance to other patrons or staff.	Asked to leave for the day	7 Days	30 days
17. Creating any unreasonable noise which disturbs other patrons or staff. Please use headphones set at a reasonable level when listening to audio on electronic devices.	Asked to leave for the day	7 Days	30 days

18. Bringing bicycles, scooters, or other similar devices into the library, except for wheelchairs or walkers that are actively being used to assist person with disabilities and strollers that are actively being used to transport children or infants. Motorized mobility devices must not travel faster than typical pedestrian speeds. Skateboards, roller blades, or other similar devices are permitted inside library facilities if they are carried, not ridden.	Asked to leave for the day	7 Days	30 days
19. Monopolizing/obstructing space, seating, tables, or equipment to the exclusion of others; blocking entrance areas, aisles, or passageways in any way that could prohibit the free flow of pedestrian traffic.	Asked to leave for the day	7 Days	30 days
20. Consuming or possessing food or beverages outside of designated areas or not in approved containers.	Asked to leave for the day	7 Days	30 days
21. Using another patron's library card and/or account number for any purpose, including to access library computers or services.	Asked to leave for the day	7 Days	30 days
22. Using restrooms for bathing, laundering, loitering, sexual activity, drug use, or any other unintended use.	Asked to leave for the day	7 Days	30 days
23. Failing to wear adequate clothing, including top, bottom and shoes.	Asked to leave for the day	7 Days	30 days
24. Lying down or sleeping on Library premises.	Asked to leave for the day	7 Days	30 days

Approved by the Hayward Library Commission 4/17/2023.