

Central Library  
7344 Washington Ave.  
Whittier, CA 90602  
(562) 567-9900



[Whittierlibrary.org](http://Whittierlibrary.org)

Whittwood Branch Library  
10537 Santa Gertrudes Ave.  
Whittier, CA 90603  
(562) 567-9950

WHITTIER PUBLIC LIBRARY

# Standards of Behavior

*Connecting people to knowledge, to ideas,  
and to one another.*

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**WHITTWOOD BRANCH LIBRARY  
10537 SANTA GERTRUDES AVE  
WHITTIER, CA 90603**

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# WELCOME TO THE WHITTIER PUBLIC LIBRARY

The Library is open to the general public for the purposes of reading, writing, conducting research, studying, and using Library materials. The following *Standards of Behavior* were adopted to ensure a positive experience for everyone who visits the Library.

**Please be considerate of others.** Everyone has a right to enjoy the Library in an atmosphere that is safe and free from disturbances from others. Any behavior that infringes on that reasonable expectation is prohibited.

**Please abide by the following rules.** They are expressly designed to maintain a peaceful atmosphere, to make it easy for as many patrons as possible to use the Library, and to protect Library property.

*People who do not comply with the Library's Standards of Behavior may be issued a warning, suffer the loss of their Library privileges, or be ordered to leave the Library immediately.*



## *Application of these Standards of Behavior*

### **Responsibility for Application of Standards**

The Library Director and their designated staff are responsible for interpreting these rules in accordance with applicable law, and for ensuring appropriate behavior in all Library facilities.

Violation of the foregoing may result in the patron's Library privileges being limited or revoked, removal of the patron from the building, or criminal prosecution if the conduct constitutes a violation of Federal law, State law, or the Whittier Municipal Code.

### **Enforcement**

Library privileges may be revoked for a period of up to one year. This action may be taken by the Library Director or designee, and revocation of Library privileges shall issue in a written determination notice.

A Library patron whose privileges have been revoked may appeal this action by submitting a completed Library Revocation Appeal form to the Library Director within ten (10) days from the date of the determination notice. This form is available through the Library's Administrative Office.

### **Appeal of Revocation**

A decision will be rendered within five (5) days of receipt of a completed Library Revocation Appeal form. The Library Director's decision shall be final and shall issue in writing. The decision shall articulate the grounds upon which it is based and shall be appealable to the Superior Court pursuant to the provisions of Code of Civil Procedure section 1094.8.

### **Reinstatement of Library Privileges**

A patron whose Library privileges have been revoked must schedule a meeting with the Library Director or designee prior to resumption of any Library privileges. The purpose of the meeting will be to review the Standards of Behavior policy.

## *These activities are strictly prohibited everywhere in the Library:*

- **Theft, defacement, or destruction of Library property.**  
California Education Code Section 19910 provides that it is a misdemeanor to cut, tear, write in, mark, deface, break, or injure library property, and that the parent or guardian of a minor who willfully and maliciously commits any of these prohibited acts shall be liable for all damages so caused by the minor.
- **Possession or display of weapons, illegal or controlled substances, or alcohol.**
- **Sexual activity in the Library.**
- **Harassment, behaving in a threatening or abusive manner** to other patrons or to staff or behaving in a manner which reasonably can be expected to disturb others, including but not limited to: battery, verbal threats, abusive language, stalking, following another person about the Library, staring at another person, offensive touching, noisy or boisterous activities, singing, and talking in monologues.
- **Manipulating or bypassing Library software and/or computer systems**, such as those that regulate computer use, as well as tampering with Library computer hardware or accessories. This includes, but is not limited to, violation of California Penal Code section 502 [Computer Crimes].
- **Taking photographs on Library premises without the express permission** of both the Library Director or designee, as well as any person being photographed (including the express permission of a parent or legal guardian if the person is a minor), for the purpose of protecting the privacy interests of Library patrons.
- **Tobacco/Nicotine Use.** No smoking, including the use of e-cigarettes (i.e., electronic inhalers meant to simulate and substitute for tobacco smoking by utilizing a heating element to vaporize a liquid solution), inside the Library or within twenty (20) feet of main entrances, exits, and operable windows.
- **Bringing animals into the Library** or onto Library grounds, except for service animals on duty or in training, and animals that are part of Library-approved events.

*Please report inappropriate or questionable behavior to Library staff or a Library security officer immediately.*

## *Help keep the Library safe*

### **General Rules**

**Follow staff instructions**, including, but not limited to:

- Staying in public areas of the building unless accompanied by a staff person.
- Vacating the building at closing time and during emergencies.

**Follow all local, state, and federal laws.**

**Follow all Library policies.** These include but are not limited to: the Library's Internet Use Policy, the Library's Wireless Internet Access Policy, and the Library's Chromebooks Policy.

### **Protecting Children**

- Ensure that a caregiver 18 years or older closely supervises all children under the age of six.
- Make certain that children do not engage in unsafe activities, including, but not limited to: swinging, climbing, or standing on furniture and equipment.
- Adults may use the Children's area and Young Adult lounge area only if they are accompanied by a child using the collection. If adults need assistance locating materials, they may see Library staff. California Penal Code Section 653b states that it is against the law to loiter without lawful business in any public place where children congregate.

### **Protecting Personal Items**

- Keep personal items with you at all times.
- Do not block aisles, walkways, entrances, or access to Library equipment or collections with personal items.
- Please be aware that Library staff may remove unattended personal items.

### **Wheeled Devices**

- Secure all bicycles outside, away from doors and book drops. Using bicycles, roller skates/blades, or skateboards within the Library is prohibited. (Wheelchairs to assist handicapped and/or physically disabled Library patrons are permitted.)

## *Please use your Library Appropriately and with Respect*

### **Attire**

Library visitors and patrons must be fully clothed, including shirt and shoes, at all times.

### **Food and Drink**

Food and open drinks are not permitted in the Library unless part of a Library sponsored program. All beverages must be secured by a leakproof or tightly fitted lid. No drinks are permitted in computer areas.

### **Restrooms**

You may not use the Library's restrooms for bathing, shaving, washing hair or laundry, sleeping, or camping. Adults may use the Children's restroom only while accompanying or assisting a child, or with the express permission of Library staff.

### **Property**

Use the Library's property (e.g., facilities, materials, and furnishings) for its intended purpose. For example, tables are not meant to be used as footrests; books and other reading material must be handled with respect, and facilities must be maintained and left in a clean and orderly manner.

Do not distribute or post printed material in the Library without the express permission of the Library Director or designee.

Telephones at all desks are for Library business only.

## *Do Not Prevent Others from Enjoying the Library*

**Please behave** in a manner that does not interfere with others' ability to use and enjoy the Library, or prevent staff from providing services.

**Parents/caregivers: you are responsible for the behavior of children in your care.**

To avoid disturbing others, please keep **noise** levels down by:

- Lowering your voice
- Using headphones on low volume
- Silencing ringing or other sounds created by cell phones and other electronic devices
- Talking quietly on cell phones.

**Unacceptable behaviors** include, but are not limited to:

- Monopolizing Library equipment, resources, or staff time.
- Sleeping in the Library.
- Attempting to sell or solicit, or actually selling or soliciting, in the Library. (Selling or soliciting for charitable nonprofit purposes is limited to outside areas as designated by the Library Director, and as expressly pre-approved by the Library Director through written verification of charitable nonprofit status.)
- Petition-signing and/or taking surveys in the Library. (Petition-signing and/or taking surveys are both limited to outside areas as designated by the Library Director, with the express exception of those areas open to such use (e.g. public sidewalks) pursuant to either California or federal constitutional rights.)
- Panhandling (meaning to approach strangers and beg for money, food, or some other item) in the Library.
- Blocking or impeding access to the Library, including but not limited to: blocking or impeding use of entrances, exits, facilities, or property.
- Lack of personal hygiene, or use of perfume or fragrance, which produces an odor that constitutes a nuisance by interfering with the reasonable use of the Library by other Library patrons, or by interfering with Library staff's ability to reasonably perform their duties, constitutes grounds for warning to cease the offending behavior and/or an order to immediately leave the Library premises.