

# Carlsbad Public Library and Carlsbad Museum & Arts Center

## Patron Code of Conduct

June 2014 – June 2019

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*The Library/Museum complex is open to the public for the purposes of reading, research, viewing exhibits, and quiet enjoyment. The Library/Museum premises comprise the building complex, annex, parking lots, and grounds of Halagueño Arts Park. These rules are to ensure the equitable use of these facilities by all patrons while ensuring the safety of all patrons and staff. These rules will be firmly and courteously enforced by the library/museum staff and, if necessary, by the Carlsbad Police Department.*

**RULE 1:** Eating and drinking are not permitted inside the library/museum building complex except in designated areas; bottled water with a secure cap is permitted. Use of tobacco products, including e-cigarettes, is not permitted anywhere in the facility or within twenty-five (25) feet of the library/museum or annex entrances.

**RULE 2:** Sleeping or loitering on the library/museum premises is not permitted.

**RULE 3:** Soliciting donations or offering items for sale by the general public is not permitted. Exceptions include items offered for sale by the Friends of the Library or the Museum Amigos, items available in conjunction with library/museum programs or exhibits, or items offered by other authorized entities during Halagueño Art Park events.

**RULE 4:** Posting or distributing of printed materials without the prior approval of the library/museum staff is not permitted.

**RULE 5:** Patrons must be fully dressed including footwear and a shirt. Patrons whose dress or personal hygiene constitutes a nuisance to other patrons shall be required to leave the library/museum premises.

**RULE 6:** Bicycles, scooters, mopeds or other similar machines may not be brought into the library/museum buildings. Such items should be secured to a bike rack and must not block library/museum entrances, exits, or the pedestrian walkways. Roller skates, roller blades, skateboards or other similar devices may not be used on the library/museum premises.

**RULE 7:** No animals are permitted inside the library/museum buildings with the exception of registered assistance animals or animals serving as part of a library-sponsored program.

**RULE 8:** Patrons shall keep their personal belongings with them at all times. Unattended bags or parcels are not permitted and will be removed.

**RULE 9:** Patrons shall use the library/museum computers in an appropriate manner, following the Policy for Computer Use currently in force. Use of the library/museum computers for the purposes of criminal behavior or for sexually explicit displays is not permitted. These provisions shall also apply to personal laptop computers or other computing devices used on the library/museum premises.

**RULE 10:** Patrons shall not interfere with library/museum employees in the performance of their duties. Patrons shall exit the premises promptly at closing time.

**RULE 11:** Young children may not be left unattended in the library/museum complex. Children under seven (7) years of age must be accompanied by a parent or designated caregiver over fourteen (14) years of age who possesses emergency contact information. Children's groups may attend library/museum sponsored programs or tours without a parent being present, so long as the group is supervised by an authorized adult caregiver.

**RULE 12:** Patrons shall respect the rights of others and not harass, annoy, or behave in a manner which inhibits other patrons' enjoyment of the library/museum. This includes, but is not limited to: noisy or boisterous activities; staring at another person with the intent to annoy; playing audiovisual equipment so others may hear it; singing or talking loudly to others or in monologues; allowing children in their care to disturb other patrons; or

using cellular phones or other personal electronic devices in a manner which disturbs other patrons. All cell phone and pager ringers shall be set on silent.

**RULE 13:** Patrons may not engage in behavior which threatens their own physical safety or the safety of other patrons. Tampering with fire/emergency alarms or equipment is not permitted. Patrons who behave in an irrational or disturbing manner or who demonstrate threatening behavior shall be evicted from the library/museum premises by the appropriate authorities.

**RULE 14:** Disruptive behavior is not permitted on the library/museum premises. This includes, but is not limited to: the use of abusive, threatening, insulting or obscene language; fighting or challenging to fight; sexual behavior; or disrupting public meetings.

**RULE 15:** No person shall bring alcohol or controlled substances onto library/museum premises, nor enter the library/museum premises while under the influence of alcohol or unlawful drugs.

**RULE 16:** Removal of library/museum materials or equipment without proper checkout procedures or failure to return library/museum materials in a timely manner will be considered theft of municipal property and as such is punishable under City of Carlsbad Code of Ordinances Chapter 26, Section 4.

**RULE 17:** Misuse, abuse, or willful damage to library/museum property is not permitted. This includes, but is not limited to: defacing or removing pages or articles from print materials; wiping or recording over audio or digital materials; scratching or breaking of media disks. Defacing, marring, painting, writing on, or in any way damaging or destroying library/museum shelving, furnishings, walls, machines, exhibits, or other library/museum property is expressly forbidden.

**RULE 18:** Misuse, abuse, or damage to library/museum premises is not permitted. This includes, but is not limited to: climbing or jumping on library/museum architectural features, landscape plantings, exterior lighting fixtures, statues, outdoor exhibits, book drops, or signage. Library/museum restrooms shall be used appropriately.

**RULE 19:** No person, other than authorized law enforcement officers on official business, shall bring firearms of any type onto the library/museum premises. Knives or other weapons are not permitted.

**RULE 20:** No person shall engage in conduct which is or may be subject to prosecution under federal, state or local laws. This includes, but is not limited to: physical or sexual abuse or assault; indecent exposure; public masturbation; vandalism; theft; violent physical or verbal acts; drug trafficking; or sexually explicit displays of slides, photographs, digital images, or objects.

### **OCCURANCES**

**MINOR (RULES 1- 12):** Any patron not abiding by these rules shall be asked to leave the library/museum premises and shall be denied access for a period of one (1) day. Library/Museum employees shall contact the Carlsbad Police Department if deemed advisable to evict violators. Repeated violations may result in a denial of access to the library/museum premises for a period of thirty (30) days or in the issuance of a Criminal Trespass Warning, prohibiting access to the library/museum premises indefinitely, at the discretion of the Library/Museum Director(s).

**DISRUPTIVE (RULES 13-18):** Any patron not abiding by these rules shall be denied access to the library/museum premises for a period of thirty (30) days. Repeated violations may be result in a Criminal Trespass Warning, prohibiting access to the library/museum premises indefinitely, issued at the discretion of the Library/Museum Director(s).

**SERIOUS (RULES 19-20):** Any patron not abiding by these rules shall immediately be served a Criminal Trespass Warning by the Carlsbad Police Department, prohibiting access to the library/museum premises indefinitely.

*These rules are authorized by Chapter 25, Carlsbad City Code, 1992 compilation and do not prohibit the enforcement of any applicable federal, state or local laws. These rules have been approved by the Library Board of Trustees 06/11/14; the Museum Board of Trustees 07/19/14; and the Carlsbad City Council 02/24/15. Any patron denied access to the library/museum may request a review by the appropriate Board of Trustees, whose decision shall be final.*