

## Hayward Public Library Code of Conduct

The mission of Hayward Public Library is to provide equal opportunity in education and lifelong learning to every member of the Hayward community. The Library provides a welcoming environment and a wide array of resources, services, and community learning spaces. The Code of Conduct protects the rights of library patrons, staff, and volunteers, while ensuring the preservation of library materials and facilities. Library staff have been authorized to enforce this Code of Conduct in all Hayward Library facilities, parking areas, and surrounding grounds.

Behavior or conduct that disrupts or prevents the normal and intended use of the public library by others is prohibited. Such behavior includes, but is not limited to:

1. Any conduct that violates federal, state, or local statutes or ordinances, including viewing of illegal materials.
2. Possession of weapons or hazardous materials of any kind in or around the Library.
3. Threatening, harassing, or assaulting other patrons or staff.
4. Public intoxication or the possession or use of recreational drugs, alcohol or tobacco, including smoking and vaping.
5. Defacing, damaging, or stealing library property or the property of library staff or patrons.
6. Failure to follow the reasonable direction of a library staff member; any behavior or activity that prevents or hinders library employees in the performance of their duties; refusal to leave the premises when asked; or entering non-public areas without authorization.
7. Engaging in or soliciting any type of sexual contact or behavior.
8. Soliciting or asking for money, donations or signatures, or the distribution or posting of any printed material except through authorized library procedures subject to the *Community Information Board Policy*.
9. Viewing or displaying inappropriate or sexually explicit material that is visible to other patrons or staff, on library or personal computers. Use of library computers and Wi-Fi is further subject to the *Computer Use Policy*.
10. 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.
11. Entering or remaining in age-restricted areas. Adults visiting the Children's areas must be accompanied by children or using children's materials. Adults and children under 13 are restricted from use of the Teen Center unless accompanied by a teen or using teen materials.
12. 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 California laws protecting the use of service dogs, are always permitted in the library.
13. Presenting offensive and pervasive odors which constitute a nuisance to other patrons or staff.
14. Creating any unreasonable noise, which disturbs other patrons or staff. Please use headphones when listening to audio on electronic devices.
15. 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 provided that they are carried, not ridden.
16. 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.
17. Consuming or possessing food or beverages outside of designated areas.
18. Using another patron's library card and/or account number for any purpose, including to access library computers or services.

Library users who engage in conduct or behavior that violates this Policy will be issued a warning and/or required to leave the premises. Repeated or serious violations of this Policy may result in the suspension of Library visiting privileges for an extended time period. Any and all illegal activity is immediately reported to law enforcement.