

	<b>CITY OF PALM DESERT</b>	
	<i>Subject</i>	<b>Code of Conduct Policy</b>
	<i>Policy No.</i>	<b>LIBR-003</b>
	<i>Date</i>	<b>Issued: June 27, 2024 Amended: N/A</b>
	<i>Approved by</i>	<b>Resolution No. {2024-XX}</b>
	<i>Authored by</i>	<b>Library Services</b>

**I. PURPOSE**

A. This policy outlines the code of conduct policy for the Palm Desert Library.

**II. SCOPE**

A. The Palm Desert Library is open to the general public. This policy ensures that everyone has the right to use Library services and resources provided their behavior does not unreasonably interfere with the rights of others to do the same. This policy requires the following specific behaviors be observed in the Library:

**B. GENERAL BEHAVIOR**

- i. Behavior must not disrupt other people’s use of the Library.
- ii. Library customers must be considerate of others in the Library and treat other customers, staff, and volunteers with courtesy and respect. Honor other customers’ privacy and keep all conversations at a reasonable noise level. Loud, abusive, or threatening language will not be tolerated.
- iii. Any action recognized as illegal is prohibited in the Library, including possession or use of firearms, weapons, and illegal or controlled substances.
- iv. Electronic devices, including cell phones, must be set to mute or vibrate in the Library. Volume from devices must be inaudible to others. Phone and video conversations must be taken outside of the Library buildings.
- v. Food and beverages may only be consumed in designated areas. All beverages must have a lid in the Library.
- vi. If a person creates or emanates a detectable odor, including that of controlled substances, that disturbs other Library customers or staff, they will be asked to leave until the situation is corrected.
- vii. Bicycles are not permitted in Library buildings. Skates, skateboards, collapsible scooters, wheelies, hoverboards, and other such items may not be used in Library entryways or walkways and must be kept out of passageways.
- viii. Shopping carts or other wheeled conveyances, except medically required equipment or strollers and wheelchairs carrying people, are not allowed in the Library.

- ix. Smoking, vaping, or use of tobacco products is not allowed in the Library or within 20 feet of entryways. Smoking includes holding, carrying, burning, emitting, inhaling, or exhaling the fumes or vapor of a lighted or activated pipe, cigar, cigarette, or any electronic smoking device.
- x. The consumption or possession of alcohol is prohibited on the premises except for special events whose organizers have obtained appropriate approvals.
- xi. Customers are not permitted to enter the Library with more than two backpacks, suitcases, or other large parcels or any combination of these, and these items may not be left unattended. The Library is not responsible for unattended items in the Library.
- xii. Animals other than service animals are not allowed in the Library. "Service animal" means a dog that has been individually trained to do work or perform tasks for an individual with a disability, as defined under the Americans with Disabilities Act.
- xiii. Library restrooms may not be used for bathing, grooming, or washing clothing.
- xiv. Customers must be fully clothed in the Library. Upper and lower body must be appropriately covered, and footwear must be worn at all times.
- xv. Sleeping is allowed in the Library.
- xvi. Customers cannot solicit, panhandle, sell products, or conduct business, including tutoring for a fee, in the Library.
- xvii. The Children's and Teen areas of the Library are specifically designed to meet the needs of young Library customers. Priority for use of the Children's and Teen areas will go to children, teens, and their accompanying adults, and by adults who have been given permission by Library staff. Adults that are not accompanying minors and adults that have not been given permission by Library staff will be asked to relocate to another section of the Library.
- xviii. Using Library materials, equipment, furniture, fixtures, or building in a manner inconsistent with customary use or in a destructive, abusive, or potentially damaging manner is not permitted.

### **III. RULES FOR SUPERVISION OF MINORS**

- A. Parents, legal guardians, caregivers, and teachers are responsible for the behavior of children under their supervision. Children under the age of 11 must be accompanied by a parent or responsible caregiver 13 years old or older. A responsible adult must directly accompany babies, toddlers, and preschool children at all times. The Library is a public building; Library staff and volunteers cannot assume responsibility for children at any time. If a child is left unattended, staff will attempt to find the parent/caregiver within the Library. If staff is unable to locate a responsible party, the child will be considered abandoned, and law enforcement personnel will be notified. If an unattended child is in the Library 15 minutes prior to closing time, law enforcement personnel will be notified and asked to pick up the child. Library staff are not permitted to provide transportation for the child.