



Library Patron Code of Conduct

All patrons of Irvine Public Library are expected to abide by the City of Irvine Library Patron Code of Conduct. Through this, the City of Irvine is committed to providing positive patron experiences in all City facilities, programs, and open spaces. The mission of the City in establishing this Library Patron Code of Conduct is to provide and maintain a safe environment where people can participate and play based on the principles of respect, restraint, safety, and responsibility.

To review the full City of Irvine Patron Code of Conduct, click or scan [here](#). Please note that the City of Irvine Patron Code of Conduct also applies to Irvine Public Library.

By using Irvine Public Library, you agree to abide by this Library Patron Code of Conduct and comply with standards of civil behavior including but not limiting to:

- Demonstrate respect to all patronizing or working in the libraries;
- Cooperate with library and other City staff and officials;
- As a parent and/or guardian, be responsible for the conduct of your children .

The following inappropriate behaviors may result in voluntary or involuntary loss of access and/or use of all Irvine Public Library locations and services, temporarily or permanently:

- a. Abuse, harassment, threats, including any conduct that could be perceived or construed as such, including but not limited to disrespectful, threatening, abusive or intimidating behavior, loud, disruptive, offensive or insulting language and/or gestures, or quarreling, challenging to fight, or fighting in the facility;
- b. Engaging in any activity or behavior prohibited by law, City policy, or facility rule;
- c. Disruptive or unsafe behavior, including any conduct that interferes with the use or enjoyment of the facility by other patrons, or with the functioning of City staff, City agents, City contractors, or volunteers;
- d. Activities or behavior that results or could result in injury or harm to any patron, City staff, City agent, or volunteer;
- e. Improper use of facility restrooms, which, in addition to those activities prohibited by law, includes that restrooms may not be used for personal bathing, for sleeping purposes, or as laundry facilities, since the restrooms must remain accessible for their intended purpose;
- f. Activities or behavior that results or could result in damage to the facility, equipment, and/or property of a patron or the City;
- g. Soliciting the unauthorized sale of any merchandise or services not produced on premises without the proper permit(s) and/or documentation;



- h. Disruptive, defiant, or nefarious activities, including but not limited to, viewing pornographic materials, making sexual references, sexually implicit remarks or gestures, or using profane or vulgar language and/or making obscene signs or gestures directed towards other patrons, City staff, City agents, City contractors, or volunteers;
- i. Stealing, taking, or driving away any property of the City or any other person without consent;
- j. Lingered or loitering in a facility for protracted periods of time without a lawful purpose;
- k. Use and/or sale of drugs, drug paraphernalia, cannabis, cannabis products, tobacco, tobacco products or alcohol, and/or being under the influence of such while at the facility;
- l. Eating meals or food with an odor that may be disruptive; consuming any food or drink in prohibited areas. All drinks must be in cups or bottles with lids;
- m. Bringing large items inside, including carts, bicycles, scooters, or suitcases. Personal belongings should fit under a chair or in an area approximately 18" square;
- n. Leaving personal belongings unattended. The City is not responsible for personal items that are lost, stolen, or damaged on library property. Library staff retains the right to move unattended belongings;
- o. Bringing animals into the library, except service animals as specified and in compliance with the Americans with Disabilities Act; animals must be under the control of their handler at all times;
- p. Lying down, sleeping (except for small children), sitting, or placing belongings in aisles, pathways, or emergency exits, or in any places that disrupt the ability of library staff and patrons to use the library;
- q. Using electrical outlets in a way that causes hazards;
- r. Leaving a child under the age of 12 years unattended in the library;
- s. Being in the library without being fully clothed, including, but not limited to, tops, bottoms, and shoes;
- t. Exhibiting or causing offensive odors that are disruptive to others' ability to use the library;
- u. Any other violation of any section of the City's Municipal Code or the California Penal Code.



The City of Irvine reserves the following rights to remedy violations of the Library Patron Code of Conduct:

- a. Non-compliance with this Library Patron Code of Conduct may result in a patron or group of patrons being required to involuntarily leave the facility, and may result in arrest and prosecution, and/or denial of access to the facility/area for a prescribed period of time or indefinitely.
- b. City staff, agents, volunteers, or Public Safety personnel may deny access temporarily or permanently to any person or group of persons it reasonably believes has demonstrated a pattern of disruption, harassment, discrimination in any form, damage to personal or facility property, or has exhibited uncivil or unsafe behavior.
- c. City staff, agents, volunteers, or Public Safety personnel may ask patrons exhibiting inappropriate behavior to modify their behavior or to voluntarily leave the facility/area immediately, consistent with the following procedures:
 - i. 1st Incident: City staff will attempt to meet with the patron to discuss policy and the inappropriate behavior that occurred in violation of the Library Patron Code of Conduct. A copy of the Library Patron Code of Conduct will be provided to the patron. City staff will document the incident and advise the violator that continued inappropriate behavior may result in temporary or permanent suspension from the facility and/or program. A copy of the incident form will be sent to the City Clerk for recordkeeping purposes, consistent with the City's retention policy.
 - ii. 2nd Incident: City staff will attempt to meet with the patron to discuss policy and the inappropriate behavior that occurred in violation of the Library Patron Code of Conduct. A copy of the Library Patron Code of Conduct will be provided to the patron. City staff will document the incident and determine whether a possible suspension for a maximum period of six (6) months is necessary. A copy of the incident form will be sent to the City Clerk for recordkeeping purposes, consistent with the City's retention policy.
 - iii. 3rd Incident: City staff will document the incident and determine whether a long-term suspension or permanent expulsion is necessary. The City will attempt to notify the patron of any disciplinary action via letter delivered by certified mail or personal delivery, which will outline the circumstances of suspension or expulsion, including the terms or restrictions from the facility. A copy of the certified letter will be sent to the City Clerk for recordkeeping purposes, consistent with the City's retention policy.



- iv. Incidents of Imminent Danger: The City will immediately notify Public Safety if and when necessary to protect the safety of any patrons and/or staff at the facility.
- d. Three (3) occurrences of any of the above inappropriate conduct (e.g., “infraction”) during a one-year period will result in permanent expulsion of access to the facility/program(s). The City reserves the right to determine whether permanent expulsion is warranted and/or necessary for less than three (3) infractions, depending on the severity of the offense.
- e. All patrons doing any act or thing injurious to any facility, City staff, agent, volunteer, or fellow patron may be asked to leave the facility and/or will subsequently be removed therefrom by the appropriate public official or his or her agent, or by the City’s Police Department, as is reasonably necessary.
- f. Any illegal or criminal activity is grounds for immediate suspension and possible prosecution to the fullest extent of the law.

The appeals process for any suspension or expulsion from city facilities or programs shall be as follows:

- a. Anyone who has been suspended for one or more days may appeal the suspension by submitting a written request to the Director of Community Services or his/her designee within 14 days from the date of suspension or expulsion.
- b. All appeals shall be reviewed and responded to within 30 days of receipt of the written request at which point the decision will be final.
- c. While in review process, all suspensions and expulsions will remain in effect.