

LIBRARY USE GUIDELINES

Library
800 Alma St.
Menlo Park, CA 94025
650-330-2501



PURPOSE

Menlo Park Library provides access to all through its collections, programs, facilities and resources. We strive to serve our visitors effectively by providing a welcoming and safe environment. At the same time we ask that visitors help us to maintain an atmosphere that is conducive to learning and community engagement by following these guidelines.

Entering the library constitutes an implicit acceptance of these guidelines and an acknowledgement of the right of library staff to take any action they see fit while interpreting these guidelines.

We welcome all visitors to:

- Study, read and enjoy our environment within the limits of its intended use
- Find materials in good condition
- Feel safe and secure

PROHIBITED CONDUCT AND ACTIVITIES

While using the library, the following activities are not allowed:

- Leaving a vulnerable adult or a child under the age of 11 unattended
- Using the designated children's area, attending a program for children, or using a designated children's computer without being accompanied by a child (0 to 12) or a need for the children's collection
- Using the designated teen area, attending a program for teens, or using a designated teen computer without being accompanied by a teen (13-17) or a need for the teen collection
- Disturbing others by talking loudly or with other noisy activity—including any loud sound originating from any electronic device. Please do use headphones when listening to audio on any electronic devices
- Conversing using a cell-phone except in designated areas
- Sleeping—as a safety precaution sleeping individuals will be awakened
- Eating—except in designated areas; or drinking--except for covered beverages when away from library materials
- Presenting offensive and pervasive odor or odors that may make the use of the library difficult
- Entering the library without shoes or adequate clothing, including top and bottom
- Bringing in animals other than service animals recognized under Titles II and III of the Americans with Disabilities Act (ADA)
- Bringing carts, bicycles, scooters, skateboards or similar items into the library or leaving them at the entrance--except when the vehicle is: used by disabled people or is used to carry an infant/child
- Wearing skates or roller blades inside the library
- Changing your child's diaper—except in the designated areas
- Blocking aisles, shelves or any thoroughfare with personal items, or leaving items unattended at any time-- except to use the restroom for a reasonable amount of time
- Putting feet on library furniture or misusing the furniture
- Bringing weapons of any kind into the library
- Harassing library users or staff—including physical, sexual, verbal harassment or stalking
- Selling, soliciting or using illegal drugs on library premises
- Soliciting or begging for money, donations or signatures, or the distribution or posting of any printed material except by Library support groups or as a part of a Library-sponsored event
- Smoking, including using electronic and smoke-free cigarettes (vaping) inside or within 50 feet of the library building
- Vandalizing library facilities, equipment or materials
- Removing library materials from the building without checking them out
- Engaging in sexual conduct or lewd behavior
- Viewing or displaying inappropriate, sexually explicit, or illegal material in the Library
- Illegal activity of any kind will be reported to law enforcement

ENFORCEMENT

Failure to follow these guidelines will result in the following actions:

- Individuals will be asked to leave
- Library visiting privileges may be suspended for an extended time period
- Law enforcement may be called to provide assistance in enforcing these guidelines
- Illegal activity in the Library may result in arrest and/or prosecution in addition to suspension of Library privileges
- Customers who return to the Menlo Park Library before a suspension has ended may be charged with trespassing

ADDITIONAL INFORMATION

- In case of an emergency, promptly follow library staff instructions.
- Theft of Library property, or property of Library staff, or property of Library visitors is prohibited.
- State law permits library staff to search purses, bags, parcels, briefcases, and other packages to prevent the theft of books and library materials, and authorizes the detention for a reasonable period of any person using these facilities who is suspected of committing library theft (California Penal Code section 490.5.)