



CODE OF CONDUCT

The following behavior guidelines are provided to create an atmosphere of safety, mutual respect and comfort for all Library users and staff.

<ul style="list-style-type: none"> • Speak in lower conversational tones, either to each other, on a cell phone, or to Library staff
<ul style="list-style-type: none"> • A child through age twelve (12) must be accompanied by a responsible adult or mature adolescent over the age of fourteen (14). Accompanied is defined as within sight.
<ul style="list-style-type: none"> • Library staff is authorized to call the Murrieta Police Department when the safety of an unattended child is in doubt, or the parent/guardian, caregiver/babysitter or an assigned chaperone cannot be located, or if the Library is closing.
<ul style="list-style-type: none"> • Calm your unhappy child or boisterous charge outside of the Library; Town Square Park is a peaceful place to do this
<ul style="list-style-type: none"> • Food and drinks, other than bottled water, are not permitted inside the Library
<ul style="list-style-type: none"> • Headphones, laptops, computers, cell phones and other sound-emitting technologies must be muted down for only the user to hear
<ul style="list-style-type: none"> • Skateboards, bikes, etc. may not be ridden in the Library. Bicycles must be kept outside where racks are provided.
<ul style="list-style-type: none"> • Only service animals and animals in Library sponsored programs are allowed
<ul style="list-style-type: none"> • Backpacks, purses, bags, etc. must be kept with the owner at all times. Library staff is not responsible for lost or stolen items.
<ul style="list-style-type: none"> • Sleeping in the Library is not permitted
<ul style="list-style-type: none"> • Keep your feet on the floor and use the tables for their intended purpose
<ul style="list-style-type: none"> • Vandalism of government property, such as tables, chairs, carpet or any other Library owned items, is a felony
<ul style="list-style-type: none"> • Viewing objectionable or offensive materials within public view is not permitted in the Library
<ul style="list-style-type: none"> • Patrons are required to be appropriately clothed, including shoes, while in the Library
<ul style="list-style-type: none"> • Smoking is prohibited within a reasonable distance from any entrance into an enclosed area of the Library, where smoking is prohibited
<ul style="list-style-type: none"> • Drugs, alcohol and weapons of any kind are not permitted in the Library
<ul style="list-style-type: none"> • Upon signing the Library card application, you accept responsibility for lost, late, and/or damaged items and for obeying all Library rules and regulations

Library staff reserves the right to require anyone who engages in disruptive or destructive behavior to leave the premises. Library staff may also restrict privileges for a specified period of time, or ban the individual from Library property and events for a specified period of time or, in extreme cases, permanently. In most cases, a staff member will notify the individual that he or she is violating the standards of conduct and give one verbal warning. Unlawful activities will be reported immediately to the police.

1. FIRST OFFENSE - VERBAL WARNING TO PARTICIPANTS

- a. Meet with participants to discuss conduct policy.**
- b. Discuss inappropriate behavior and violation that occurred.**
- c. Make a written record of the incident.**
- d. Advise the violator that continued inappropriate behavior may result in suspension from programs.**

2. SECOND OFFENSE - ADDRESS INCIDENT IN WRITING

- a. Meet with participant to discuss violation.**
- b. Make a written record of the incident.**
- c. Possible suspension from the program.**

3. THIRD OFFENSE - SUSPENSION AND/OR BANISHMENT FROM THE LIBRARY PERMANENTLY

- a. Make a written record of the suspension or banishment.**
- b. Pursue any other available remedy at law.**