

SOUTH SAN FRANCISCO PUBLIC LIBRARY USE POLICY DRAFT UPDATE

It is the goal of the Library Board of Trustees and staff of South San Francisco Public Library for all visitors to enjoy a positive and safe experience when using the library. This policy is designed to ensure Library facilities serve their primary purposes, including the provision of a quiet and orderly environment in which people may read, study, use library materials and equipment, and contemplate. The rules may regulate disruptive behavior, noise, offensive odors, health and sanitation hazards, and bringing possessions, materials, or objects into the Library which are likely to interfere with its use by others. The rules established under this Policy will be enforced together with the City of South San Francisco's Code of Conduct, codified within Chapter 10.76 of the South San Francisco Municipal Code. The rules may not unreasonably or unfairly restrict access to libraries by any person or group.

Consistent with the Americans with Disabilities Act (ADA) and state law, it is the policy of the City of South San Francisco to provide reasonable accommodation when requested by a person with disabilities, unless such accommodation would cause an undue hardship. If reasonable accommodation is needed, please contact the Library Director at (650) 829-3872 or libraryadmin@ssf.net.

A. The following behaviors are not allowed in library facilities, including lobby, hallway, restroom areas, and program and class spaces shared with the Parks and Recreation Department, and/or are prohibited by law:

1. **Vandalism.** Damage, destruction, or theft of City property, tampering with computer hardware and/or software, and other illegal activities including graffiti, vandalism, smoking (including e-cigarettes or vaping), carrying of firearms, weapons, stun guns and tasers, or circumvention of security systems.
2. **Behavior.** Use of abusive, vulgar, or lewd language, gestures, and/or activities. Resistant behavior to directions from staff such as uncooperative and/or argumentative interactions. Engaging in or threatening physical assault or abuse; threatening or harassing other patrons or City staff, including, but not limited to: following, stalking, leering, staring, lurking, offensive touching, obscene acts such as indecent exposure, bullying. Disruptive behavior (including running and jumping) such as loud conversations on cell phones or in person, operating any electronic device used for sound without an earphone(s), or other noise and loitering in groups for any unlawful purpose.
3. **Obstruction.** Obstructing entrances or exits or interfering with the ability of the public or City staff to freely enter or exit City library facilities. Obstructing pathways, stairways, seating or access to resources with belongings and/or by sitting or lying on the floor; backpacks and other personal items must fit under tables or chairs. Moving furniture or fixtures into pathways and/or equipment such as computers or other hardware.
4. **Solicitation.** Soliciting, panhandling, or attempting to sell items for fundraising or other commercial purposes within City library facilities and adjoining parks not part of an approved City program or City-initiated nonprofit such as Friends of the Library, South San Francisco Public Library Foundation or Friends of Parks and Recreation.

5. **Use of facilities.** Sleeping, bathing, shaving, washing hair, washing clothes, placing feet or footwear on furniture. Misuse, damage and/or vandalism of restroom facilities, including toilets, sinks, paper products; and/or creating hazardous situations affecting plumbing and safe passage in the facilities. Misuse of spaces and restrooms for activities other than their primary purpose. Misuse of Mother's and Lactation room for activities other than the purpose defined by the Mother's and Lactation Room Policy. Use of open flames.
6. **Substance use.** Alcohol or drug use, public inebriation, and/or open bottles of alcohol, unless authorized as part of a library or City program.
7. **Food and beverage.** Drinking beverages or eating in Library collection and computer spaces, with the exception of food served as part of a City or library program or event. Beverages in closed containers are acceptable. Snacks are allowed in library meeting rooms and facility lobby areas and must be disposed of in the proper trash receptacles.
8. **Personal hygiene.** Strong odors including those caused by fragrance products and/or lack of personal hygiene. Being shoeless, being shirtless, or being pantless.
9. **Public health emergency.** Failure to comply with City staff requests and guidelines relating to a local public health emergency: You may be asked to leave the facility if a local public health emergency has been declared and you exhibit any symptoms of the related illness, or if the City has instituted use guidelines in response to a public health emergency and you fail to comply with the guidelines
10. **Prohibited items.** Bringing personal items into City library facilities that pose a health or safety risk to the public and to City staff and/or any item that does not fit comfortably under the chair or table of occupant, including but not limited to mattresses, bedding, bags and carryalls, shopping carts, bicycles, luggage and strollers as storage for excess personal items, garbage, or recycling. Leaving personal belongings unattended. Please keep all personal items with you at all times. Exceptions to this section include baby/child strollers, carriages, wagons, and/or trikes being used to transport children and under the guidance of parent/adult guardian, and designated mobility devices for mobility disability and medical purposes used to transport people.
11. **Wheeled recreational devices.** Using any small wheeled recreational devices including but not limited to skateboards, roller blades, rolling shoes; and using or carrying/pushing motorized or non-motorized bicycles and motorized scooters.
12. **Charging.** Charging of any device apart from a personal electronic device such as but not limited to motorized scooters, bicycles and similar personal transportation items.
13. **Unattended children.** Library staff are not responsible for unattended children. Children under the age of ten years must not be left unattended. Parents and guardians must at all times follow the South San Francisco Public Library Unattended Children Policy.

14. **Animals.** Bringing animals or pets into City library facilities. However, licensed and certified service animals are permitted to enter library facilities. A handler will be told to remove a service animal from a library facility if the service animal is not under control of their handler and the animal's handler does not take effective action to control it, or the animal is not housebroken. (28 CFR §35.136(a) and (b).) A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
15. **Computers.** Viewing or displaying obscene content on computers or personal devices. All other actions in violation of other library policies, including the Internet and Computer Use Policy.
16. **Prohibited areas.** Unauthorized presence in City staff-designated areas; unauthorized entering or remaining inside facilities before or after posted hours of operation. Children's restrooms are limited to use by children and their accompanying parent, caregiver, or teacher.
17. **Youth library.** The Library I Parks and Recreation Center Youth Library and Grand Avenue Library's youth area is limited to minors and their accompanying parent, caregiver, or teacher, and those actively using the Children's and Teen collections. For safety, computers in - these youth areas are restricted to use only by minors and their accompanying parent, caregiver or teacher. Individuals or group/class visits comprised of adults with cognitive or developmental needs are allowed under close caretaker assistance but are prohibited from all interactions with children sharing the space or entering the children's restroom under any circumstances. Adults actively using the youth area collections are prohibited from all interactions with children sharing the space or entering the children's restroom under any circumstances

When a patron behaves in a manner that violates this policy, Staff may ask patron to leave the City library facility with or without warning, may contact law enforcement if necessary, and/or may suspend the patron from use of the City library facilities, in accordance with the *Suspension of Library Privileges Policy* and accompanying *Suspension of Library Privileges Policy for Appeals Procedure*.

Adopted by Library Board of Trustees: August 28, 2001
Revised and adopted by the Library Board of Trustees: November 23, 2003
Revised and adopted by the Library Board of Trustees: July 26, 2005
Revised and adopted by the Library Board of Trustees: May 27, 2008
Amended by the Library Board of Trustees: June 22, 2010
Amended by the Library Board of Trustees: April 26, 2011
Amended by the Library Board of Trustees: July 24, 2012
Amended by the Library Board of Trustees: February 26, 2013
Amended by the Library Board of Trustees: May 28, 2013
Amended by the Library Board of Trustees: September 23, 2014
Amended by the Library Board of Trustees: June 28, 2016
Reaffirmed by the Library Board of Trustees: February 27, 2018
Amended by the Library Board of Trustees: October 22, 2019
Amended by the Library Board of Trustees: April 28, 2020
Amended by the Library Board of Trustees: July 26, 2022

Amended by the Library Board of Trustees: Oct. 24,2023
Amended by the Library Board of Trustees: March 26, 2024