

**BEAVERTON CITY LIBRARY
RULES FOR USE POLICY**

Adopted by the Library Advisory Board May 2023

Approved by City Manager 6/2023

The library has established these rules of use to protect the rights and safety of library users and staff, and to preserve and protect library property. Please be respectful of other library users and let us know how we can help you.

To ensure a welcoming, safe, secure, and enjoyable environment for library users and staff, patrons may not:

- 1. THREATEN, HARASS, OR HARM LIBRARY USERS AND/OR STAFF.** Verbal or physical harassment or threats, including use of profane, abusive, or threatening language or gestures.
- 2. BRING WEAPONS INTO THE LIBRARY.** Weapons are defined as "a device, instrument, material, or substance which is readily capable of causing death or serious physical injury."
- 3. DESTROY, DEFACE, OR STEAL LIBRARY PROPERTY OR FACILITIES.**
- 4. LEAVE CHILDREN UNDER 10 YEARS OF AGE UNACCOMPANIED.** See [Safe Child Policy](#). Library staff cannot legally assume the parent or caregiver's role.
- 5. BRING ANIMALS, EXCEPT SERVICE ANIMALS, INTO THE BUILDING.** Only service animals specifically trained to perform a task for a disabled person or animals that are part of a library program are allowed. Service animals must be well behaved.
- 6. DISREGARD A REQUEST OF A LIBRARY STAFF MEMBER.**
- 7. CONSUME ALCOHOL, CONTROLLED SUBSTANCE, INHALANT, CANNABIS, PSILOCYBIN, TOBACCO, OR OTHER ILLEGAL SUBSTANCE.** Smoking, vaping, or chewing of tobacco is forbidden on all city property including parking lots. The library may permit the consumption of alcohol at library-sponsored events or an event where a City special event permit was obtained.

- 8. BE UNDER THE INFLUENCE OF ALCOHOL, CONTROLLED SUBSTANCE, INHALANT, CANNABIS, PSILOCYBIN, OR ANY OTHER ILLEGAL SUBSTANCE.**
- 9. ENGAGE IN DISRUPTIVE OR UNSAFE CONDUCT.** Behavior that interferes with others' use of the library or with the ability of staff to perform their duties is prohibited. Examples of behavior or activities that may be disruptive include, but are not limited to: climbing, running, loud noise, throwing things, pushing, and shoving.
- 10. CAUSE A DISTURBANCE.** Some examples are: noise, garbage, spills, strong perfume, or bodily hygiene that is offensive so as to constitute a nuisance to others.
- 11. WALK IN THE LIBRARY WITHOUT SHOES OR BE IN THE LIBRARY WITHOUT A TOP OR SHIRT.**
- 12. CREATE OBSTACLES WITH PERSONAL BELONGINGS OR LEAVE ITEMS UNATTENDED FOR AN EXTENDED AMOUNT OF TIME.** Personal items will not be held by staff. Bicycles and shopping carts may not be brought into the building. The library is not responsible for personal items left unattended.
- 13. CONDUCT SURVEYS, DISTRIBUTE MATERIALS, SELL MERCHANDISE, OR SOLICIT MONEY OR SIGNATURES INSIDE LIBRARY LOCATIONS OR IN THE PARKING LOT AND BOOK DROP AREA AT THE MAIN LIBRARY.** The Murray Scholls Library is located on private property; all inquiries regarding activities outside the library should be directed to the property manager.
- 14. POST SIGNS OR MATERIALS INSIDE THE LIBRARY OR OUTSIDE ON LIBRARY PROPERTY.** Signs for meetings taking place in the Main library meeting rooms may be posted (while the room is reserved) at the entrance to the room. Signs for events sponsored by other government organizations may be posted in the library lobby on the day of the event.
- 15. VIOLATE LIBRARY POLICY OR LOCAL, STATE, OR FEDERAL LAW.**

ENFORCEMENT

Enforcement of these rules is the responsibility of library staff. Violation of these rules may result in a warning, exclusion for a set time period, and/or arrest. Repeat and multiple rule violations may result in a longer exclusion period. If a minor is excluded, an attempt will be made to contact the child's parent or guardian to give notice of the exclusion.

A person who has been excluded from the library is excluded from library buildings, bookmobile, library employee parking lot, library east parking lot, and the library lawn and plaza.

APPEAL

A person who has been excluded may appeal the exclusion by requesting a meeting with the library director within 10 days of the exclusion. The library director will consider testimony from library staff involved in the incident, from the person requesting the appeal, and from any other witnesses to the incident. The Library Director will affirm, modify, or cancel the exclusion and provide a written copy of the decision to the person requesting the appeal within 10 days of the appeal meeting.