

Please note ...

This is not intended to be a comprehensive list of unacceptable behavior. Any activity that disturbs other patrons, damages library property, interferes with the normal function of the library, or violates the law - even if not explicitly enumerated on this list - is not allowed and the staff will take appropriate action. That action can include - but is not limited to - a verbal warning, the permanent revocation of library privileges, and criminal prosecution.



PASADENA PUBLIC
LIBRARY

Central Library
1201 Jeff Ginn Memorial Dr.
Pasadena TX, 77506
713-477-0276

Fairmont Branch
4330 Fairmont Pkwy
Pasadena TX, 77504
281-998-1099

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PASADENA PUBLIC LIBRARY GENERAL LIBRARY CODE OF CONDUCT



A to Z of
Unacceptable
Behavior

PASADENA PUBLIC LIBRARY

GENERAL BEHAVIOR GUIDELINES, A to Z

Library policy is intended to ensure that all library users enjoy their library experience, unimpeded by avoidable disturbances and unpleasant circumstances. The library director reserves the right to refuse service and library access to those who do not observe the following guidelines:

- **ALCOHOL:** The possession or consumption of alcoholic beverages is strictly prohibited.
- **ANIMALS:** Bringing animals into the library except those needed to assist patrons with special needs is not allowed.
- **AUDIO EQUIPMENT:** Playing audio equipment so that others can hear it is not allowed.
- **BICYCLES:** Bicycles must be parked in designated areas outside the building.
- **CELLULAR PHONES:** The use of cell phones in the library is strongly discouraged. Calls may be made from the lobby. Cell phones should be set to vibrate/silence upon entering the building.
- **CHILDREN:** While in the library, children under 9 must be supervised by a responsible person not under 13. Children under 9 may not be left alone. Please be aware of closing times.
- **CUDDLING:** Excessive displays of affection are inappropriate behavior for

the library.

- **COMPUTER EQUIPMENT (MISUSE OF):** The abuse of computer equipment violates the law and violators will be prosecuted. Abuse of equipment includes actions that damage the equipment, misappropriation of hardware attempts to alter the software., etc
- **DAMAGES:** Those who damage or deface library materials or property will be prosecuted. Parents are liable for damage done by a child under the age of eighteen.
- **DISTURBANCES:** Creating a disturbance is not allowed. Inappropriate behavior directed at staff and/or other library users will not be tolerated.
- **DRUGS:** Anyone caught in possession of or using any illegal drug, narcotic, inhalant, or misusing prescription drugs will be prosecuted.
- **FEET:** Patrons with bare feet are not permitted in the building.
- **FOODS AND DRINK:** Food and/or beverages are not allowed in the library, except at designated times or in designated rooms.
- **INTERFERENCE:** Interfering with another person's library use or with the library staff's performance of their duties is not allowed.
- **LIBRARY FURNITURE (MISUSE OF):** Patrons are forbidden to sit on tables, place feet on furniture, lie on floors, deface walls, etc. Patrons should sit one to a chair.
- **LOITERING:** Loitering on library property is not allowed and will be discouraged particularly if the offending party prevents others from enjoying the library.
- **PERSONAL POSSESSIONS:** The library is unable to guarantee the security of patrons' personal possessions. Persons caught with

possessions of others will be reported to the Police.

- **PORNOGRAPHY:** Using library computer equipment to view pornographic or obscene material is not allowed.
 - **REST ROOMS:** Misusing the rest rooms (e.g. using them as a laundry or washing facility) is not allowed.
 - **RUNNING:** Running is not allowed in the library building.
 - **SKATEBOARDS AND ROLLER SKATES:** Patrons may bring these into the library while they look for materials, however they may not be used on library property.
 - **SLEEPING:** Habitual sleepers, noisy sleepers and those who are sprawled on furniture or the floor will not be tolerated. Library users who simply doze off for a short time will ordinarily be left alone.
 - **SOLICITING:** Soliciting (including asking for donations or signatures on petitions) is not allowed in the library building.
 - **STAFF ONLY AREAS:** Patrons are not allowed to enter areas posted "Staff Only" without permission.
 - **SUICIDE:** All threats of suicide will be taken seriously and immediately reported to the Police.
 - **THREATS:** Threatening behavior, including, but not limited to, violence, threats of violence, and possession of weapons is not allowed and will be immediately reported to the Police.
 - **TOBACCO:** Smoking and the use of tobacco products is prohibited in the library
 - **VANDALISM:** See DAMAGES
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