



LIBRARY POLICY

LIBRARY RULES

POLICY: Tualatin Public Library has established these Administrative Rules, per Tualatin Municipal Code (TMC) Chapter 5-01, to protect the rights and safety of library users, volunteers, and staff and to preserve and protect library property. This policy applies to the Tualatin Public Library property, including the library, related offices, lobby, restrooms, entryways, plaza, and adjacent parking lot.

BACKGROUND: Tualatin Public Library welcomes every member of the community to use and enjoy the library's services, materials, and facility. To encourage a welcoming environment, this policy defines prohibited behaviors that could be expected to interfere with library use. Individuals who fail to adhere to the Library Rules may be subject to exclusion per TMC Chapter 5-10.

RULES:

While in the library, we expect you to:

- Be considerate and respectful of other library users and library staff.
- Ensure that children under the age of 10 are supervised by an adult.
- Be responsible for personal belongings.
- Respect other library users' privacy.
- Respect library materials, furnishings, equipment, and facilities by using them appropriately.
- Be responsible about trash, spills, or odors related to food and drink, which are allowed in the library unless they create a nuisance.
- Wear sufficient attire, including shoes, at all times.

These behaviors are prohibited; you must not:

- **Engage in or attempt to engage in any criminal activity** that would be a violation of federal, state, or local statute or ordinance, or any violation of library policy.
 - This includes but is not limited to bringing a weapon into the library or engaging in sexual conduct, as defined under ORS 167.060, and Tualatin Municipal Code Chapters 06-01 through 06-12
- **Use, be under the influence of, or possess a controlled substance, marijuana, any marijuana derivative, or alcoholic beverage** (except at City-sponsored events).

- **Use disruptive, abusive, or threatening language, or behavior** that interferes with the normal operation of the library or that unreasonably interferes with another person's ability to use the library.
- **Leave a child under age 10 unattended in the library.** See Tualatin Library's Child Safety Policy for more information.
- **Smoke or use other tobacco products.** Smoking, including vaping, is forbidden on all City property including parking lots.
- **Solicit money or signatures, distribute written materials, or canvass for any purpose inside the Library building.**
 - Such solicitations may occur outside the Library only in such a way as to not impede people from entering or exiting the building and must occur at least 20 feet from an entrance or exit. No solicitations may be made in the parking lot.
- **Block access to the library facility or its contents** with anything that creates an obstacle.
 - Examples include skateboards, carts, large bags, or electrical cords. Bicycles may not be brought into the building. Items brought into the library must be stored out of the way, such as under a table.
- **Leave personal belongings unattended.**
- **Bring an animal into the library,** except as allowed by state or federal disability laws, or as part of a Library-sponsored event.
- **Use personal electronic equipment at a volume that disturbs others.**
- **Sleep in the library in a manner that occupies additional seating, creates an audible disturbance, or blocks access.**
- **Improperly use a restroom,** including but not limited to bathing, shaving, or laundry.
- **Take photos or video of library staff, volunteers, or other patrons without their consent.**
- **Interfere with the ability of others to use the library because of strong odor,** such as body odor or strong perfume.
- **Enter or remain upon library premises without wearing shoes or sufficient clothing.**
- **Refuse to follow the reasonable direction of a library employee.**

ENFORCEMENT:

The Library Rules shall be administered by the Library Director, Library employees, City Police, or persons employed by the City of Tualatin. When there is reasonable cause to

believe an individual has committed a prohibited behavior, a Library employee shall give one warning. If the conduct reoccurs, even on a different day, the individual may be directed to leave the Library premises for the remainder of the day.

For illegal activities or behavior that endangers library staff, volunteers, or visitors, the individual may be directed to leave without an advance warning. Such conduct will be reported to the police, and individuals may be subject to exclusion per TMC Chapter 5-10. An individual who fails to leave or remain off library premises or designated portions of the library after being so lawfully directed shall be subject to criminal trespass charges. Bias incidents will be reported to the Oregon Non-Emergency Bias Response Hotline.

Where a person has been refused Library use privileges by order of the Library Director, and such refusal is not in connection with a civil exclusion under TMC Chapter 5-10, an aggrieved person may petition in writing to the City Manager or designee for reconsideration of such refusal.

Notwithstanding the foregoing regulations, upon prior request the Library Director may allow temporary, minor deviations from the strict requirements of this policy where the harm to library facilities and the risk to library users is negligible or non-existent.

APPROVAL: This policy is approved by Tualatin Library Advisory Committee June 2018 and replaces the Library Rules of Conduct approved January 2009; updated May 2022.

