



## Kings County Library

### **CONDUCT IN THE LIBRARY – PATRONS**

To ensure that all people who use and work at the Kings County Library can do so in a comfortable and safe environment, the Kings County Library reserves the right to determine what it considers to be disruptive or inappropriate behavior by the patrons in the library. To ensure that every patron can enjoy the benefits of the library, patrons visiting or using the library's facilities or services must comply with the Kings County Library Policy, **Conduct in the Library – Patrons** while on the library's premises.

**Dangerous, destructive, or illegal conduct, including but not limited to the following, will not be tolerated:**

- Physical abuse or assault, including fighting or challenging others to fight; (CPC 422; CPC 602.1; CPC 415)
- Engaging in intimidating or harassing behaviors, including following or stalking other patrons or Library staff, staring fixedly, or leering at others, or attempting to peer under another patron's or staff member's clothing; (CPC 370; CPC 415)
- Possessing, consuming, exchanging, selling, or being under the influence of alcohol or illegal drugs inside or outside the library building. (CPC 647 F)
- Carrying weapons of any type. (CPC 417)
- Making violent or threatening statements to others; and (CPC 422; CPC 602.1; CPC 415)
- Damaging, destroying, stealing, or otherwise vandalizing Library property. (CPC 484; CPC 490.5; CPC 594)

Any patron engaging in one or more of the above behaviors will be instructed by library staff and/or the security guard to leave the library immediately and may have his or her library privileges suspended for a period of up to one (1) year, depending on the severity of the violation. In addition, law enforcement will be called, and appropriate legal action may follow.

**The following behaviors are also prohibited:**

- Using harassing, obscene, abusive, or insulting language or gestures. (CPC 422; CPC 602.1; CPC 415)
- Leaving children under the age of ten (10) unattended by a parent, guardian, or caregiver. (Unattended Children Policy)
- Annoying other patrons by talking, gesturing, or otherwise interfering with their ability to read, study, contemplate, or otherwise use the library. (CPC 370)
- Verbal Communication or non-verbal attention that is willful, malicious, or repeated harassment. (CPC 415.2)
- Interfering with Library staff's performance of their duties.
- Entering the Library with animals other than service animals authorized by the US Department of Justice. (CA Civil Code 54.1). Leaving any animals unattended or tied up on library property.
- Entering the Library with bicycles, shopping carts, suitcases, sleeping bags or other bulky items over the size of a standard backpack; excluding items necessary to assist individuals with disabilities.

- Leaving personal belongings in carts, suitcases, shopping carts, or any other bulky items outside or inside the library unattended. Library patrons must always keep their belongings with them.
- Using roller skates, scooters, skateboards, or other similar devices on Library property.
- Eating or drinking in the library other than bottled water with a secure top.
- Smoking inside the Library or within 20 feet of any Library entrance or window, as prohibited under Government Code sections 7596 and 7597.
- Lying or sitting on the floor or sleeping. Sleeping in chairs for more than 15 minutes. This also includes sleeping and camping outside on library grounds. (CPC 647 E) Hanford City Ordinance 12.24.050.
- Using the public restrooms in any manner that is not usual or customary, including laundering or bathing.
- Emitting strong pervasive odors, including odors caused by perfume or cologne that unreasonably interfere with library user or staff comfort, safety, use or peaceful enjoyment of the library (CPC 370)
- Failing to wear a shirt, top, pants, skirt, or shoes.
- Making loud or unreasonable noise, including but not limited to the use of electronic equipment or mobile telephones at a level that disturbs others.
- Petitioning, soliciting, or selling merchandise or services are prohibited on County property. This includes distributing fliers and soliciting staff or patrons for money.
- Loitering outside the library, as prohibited by the Hanford Police Department under Municipal Code 9.04.20. (CPC 555.2)
- Adults loitering in the children's room/area without a child. Adults are also prohibited from loitering in the Teen Area.
- Refusal to follow reasonable direction from Library staff, including but not limited to leaving the library during normal closing procedures or following a suspension of Library privileges or refusing to evacuate during an emergency. (CPC 602.1)
- Engaging in \_\_\_\_\_ inappropriate behavior.

Patrons engaging in any of the behaviors listed may be issued a **Suspension of Library Privileges – banned from the Library Notice** outlining the prohibited behavior and the length of the ban from all Kings County libraries. Patrons will be banned from entering all Kings County libraries at the discretion of the security guard, Library Manager, Library Supervisors or Library Director.

**Patrons who are banned from the library for a period exceeding one week may petition to have their suspension reviewed by the Library Director. Patrons have the right to fill out an Appeal of Suspension of Library Privileges form within one week of their suspension of privileges.**

**The list of prohibited behaviors is not intended to be definitive.**

**The library reserves the right to add to this list as needed.**



Kings County Library

401 N. Douty Street  
Hanford, CA 93230  
Phone (559) 852-4001



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### REQUEST FOR APPEAL OF LIBRARY SUSPENSION

I disagree with the library suspension that was issued to me. I am requesting an appeal of this Suspension of Privileges – Banned from the Library Notice to be reviewed by the Library Director.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Branch where incident took place: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Library Card # (if applicable) \_\_\_\_\_

Email Address: \_\_\_\_\_

Reason for review of Suspension of Privileges – Banned from the Library Notice: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requests for appeal of Library Suspension must be submitted within seven (7) days of start of suspension. A copy of your suspension notice must be included with this appeal form. Appeals can only be submitted when privileges are suspended for more than 10 days. Your library suspension will stay in effect during the appeal process.

If you are unable to participate in the written process, you may email all the necessary information listed above to [libraryofkings@gmail.com](mailto:libraryofkings@gmail.com).

You can return the appeal by mail, email, or to the security guard at the Hanford Library or in a sealed envelope at your local library book drop.



# Kings County Library

401 N. Douty Street  
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To:

From: Kings County Library Staff

Subject: Suspension of Library Privileges – Banned from the Library

On \_\_\_\_\_ at approximately \_\_\_\_\_ you were observed at the \_\_\_\_\_ Library.

At that time, you were (please check all that apply):

- ☐ Engaging in physical abuse or assault, including fighting or challenging others to fight.
- ☐ Engaging in intimidating or harassing behaviors, including at least one of the following:
  - stalking other patrons or Library staff
  - staring fixedly or leering at others
  - attempting to peer under another patron's or staff member's clothing
- ☐ Making violent or threatening statements to others.
- ☐ Damaging, destroying, stealing, or otherwise vandalizing Library property.
- ☐ Other Conduct (As described below)
  - Staff Comments: \_\_\_\_\_

Due to the behavior listed above, and/or other history of inappropriate behavior conducted at any Kings County Library, you are banned from all Kings County Branch Libraries until the date listed below. If you enter any Kings County Library before the return date listed below, law enforcement will be called, and appropriate legal action will follow.

You may file a request for appeal of this Suspension of Library Privileges – Banned from the Library notice within 7 days to the Library Director.

Appeals received after 7 days will not be accepted. An appeal letter is attached to this notice.

DATE BANNED FROM LIBRARY \_\_\_\_\_

RETURN DATE \_\_\_\_\_

Staff initials: \_\_\_\_\_