

Hayward Public Library Code of Conduct

The mission of Hayward Public Library (Library) is to deliver equal opportunity in education to Hayward residents, preserve and improve quality of life for all members of the community, and contribute to the ongoing health and success of a thriving Hayward.

The Library provides a welcoming environment and a wide array of resources, services, and community learning spaces. The Code of Conduct protects the safety and rights of library patrons, staff, and volunteers, while ensuring the preservation of library materials and facilities. Library staff have been authorized to enforce this Code of Conduct in all Hayward Library facilities, parking areas, and surrounding grounds.

Behavior or conduct that disrupts or prevents the normal and intended use of the Library, or that threatens the safety of any person, is prohibited by adults and minors, regardless of whether the behavior is in-person, over the phone, or via electronic communication. Such behavior includes, but is not limited to:

1. Any conduct that violates federal, state, or local statutes or ordinances.
2. Displaying, using, or threatening the use of firearms or other deadly weapons. Exemptions from this prohibition are recognized for law enforcement and individuals licensed to carry handguns in accordance with state law. Individuals licensed to carry handguns may be asked to show proof of this privilege.
3. Physically assaulting other patrons or staff.
4. Use of illegal or recreational drugs including alcohol, tobacco, or cannabis, including smoking, vaping, or use of e-cigarettes.
5. The use of abusive, threatening, harassing, or offensive language.
6. Harassing or threatening behavior toward any person in the library, including but not limited to staring, stalking, lurking, or repeated unwanted personal and/or embarrassing questions or attention.
7. Defacing, damaging, or stealing Library or City property or the property of Library staff or patrons.
8. Failing to follow the reasonable direction of a Library staff member, intentionally monopolizing staff time to the exclusion of others, or engaging in any other behavior or activity that prevents or hinders Library employees in the performance of their duties.
9. Refusal to leave the premises when asked by a member or the staff or returning to the Library while banned.
10. Engaging in or soliciting any type of unwanted or explicit sexual contact or behavior.
11. Soliciting or asking for money, donations, or signatures, or the distribution or posting of any printed materials except at authorized Library fundraising events or through authorized library procedures subject to the Community Information Board Policy.
12. Viewing or displaying inappropriate or sexually explicit material that is visible to other patrons or staff, on Library or personal computers or devices. Use of Library computers and Wi-Fi is further subject to the Computer Use Policy.
13. Neglecting to provide proper supervision of children and dependent adults. Children under the age of 10 may not be left unattended in the library. See the Unattended Children Policy for additional information.

14. Loitering or remaining in age-restricted areas for extended periods or without valid reason. While everyone is welcome to browse for materials, seating in the Children's area is reserved for children and families, and seating in the Teen room is limited to teens aged 13-17.
15. Bringing animals, other than service animals assisting people with disabilities, inside library facilities or within 10 feet of any door. Service animals recognized under Titles II and III of the Americans with Disabilities Act (ADA) and under California laws protecting the use of service dogs are permitted in the library. Emotional support animals and other pets are not permitted.
16. Presenting offensive and pervasive odors which constitute a nuisance to other patrons or staff.
17. Creating any unreasonable noise which disturbs other patrons or staff. Please use headphones set at a reasonable level when listening to audio on electronic devices.
18. Bringing bicycles, scooters, or other similar devices into the library, except for wheelchairs or walkers that are actively being used to assist persons with disabilities and strollers that are actively being used to transport children or infants. Motorized mobility devices must not travel faster than typical pedestrian speeds. Skateboards, roller blades, or other similar devices are permitted inside library facilities if they are carried, not ridden.
19. Monopolizing/obstructing space, seating, tables, or equipment to the exclusion of others; blocking entrance areas, aisles, or passageways in any way that could prohibit the free flow of pedestrian traffic.
20. Consuming or possessing food or beverages outside of designated areas or not in approved containers.
21. Using another patron's library card and/or account number for any purpose, including to access Library computers or services.
22. Using restrooms for bathing, laundering, loitering, sexual activity, drug use, or any other unintended use.
23. Failing to wear adequate clothing, including top, bottom and shoes.
24. Lying down or sleeping on Library premises.
25. Storing personal belongings on Library property or leaving personal belongings unattended. Library staff will not monitor unattended property and is not responsible for lost or stolen property.
26. Entering staff areas without authorization.

Failure to comply with these rules may result in expulsion from a Library program or facility, suspension of Library privileges and/or arrest and prosecution to the full extent of the law. The Library will seek financial restitution for any damages and other expenses as a result of failure to comply with these codes of conduct.

Approved by the Hayward Library Commission 4/15/2024.