

**BERKELEY PUBLIC LIBRARY  
POLICIES**

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BOLT Resolution #:	R18-016
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**SUBJECT: Rules of Use Policy**

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**Berkeley Public Library: a welcoming space for joy and collaboration.**

**We Value Your Visit**

We're excited to have you here! Let's create a respectful and safe environment for everyone.

What you can expect:

- We will apply the library rules fairly.
- We will explain things clearly and kindly.
- We will treat everyone with respect and without judgment.
- We will know about library resources and help you find what you need.
- We will listen with the intent to understand you.
- We will walk around the library regularly and offer help.

**We're Here to Help**

If there are challenges, we appreciate your patience and teamwork. Using offensive or hurtful language is not allowed. Please follow all laws and library rules.

**Let's Keep It Safe**

Clothes and shoes are required. Don't bring or use drugs, alcohol, or tobacco in the library. Smoking and vaping are not allowed. Large items like bikes or big bags should stay outside to keep walkways clear. We will ask you to go outside if noise gets too loud.

**A Shared Space**

The library is a place for learning and connection. Restrooms are for using the toilet and washing hands. Enjoy your meals outside, covered drinks and small snacks are okay but keep them away from books and computers. If you fall asleep, we may wake you for your safety.

**The Library is For Everyone**

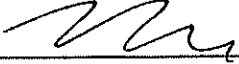

Listen to our staff and security. We can't guarantee complete quiet. Please clean up after yourself and keep the space sanitary. ADA assistive devices are allowed and encouraged. If someone disrupts others, they may be asked to leave.

To help us create a positive environment, avoid the following:

- **Illegal Activity:** Always follow the law in everything you do.
- **Weapons:** Do not bring any weapons into the library.
- **Harassment:** Fighting, threats, or bullying is not allowed; treat others with respect.
- **Theft or Damage:** Take care of library materials; do not steal or damage anything.
- **Inappropriate Behavior:** Keep your actions appropriate; do not sell things and no sexual behavior.
- **Monopolizing:** Share spaces and do not save them for yourself.
- **Staff Areas:** Staff areas are only for employees.
- **Unaccompanied Children:** Children under eight years old must have an adult with them.
- **Animals or Pets:** Only service animals are allowed in the library.
- **Computer misuse:** Use library computers in a way that makes everyone feel welcome and safe. Be careful about what is on your screen and listen to requests if someone asks you to change it. This includes content like hate speech, violence, or sexual material.

Ignoring these requests will lead to restricted library privileges, this could include anything from one day to one year.

All Berkeley Public Library facilities are City of Berkeley property regulated by City of Berkeley Administrative Regulation 1.15 (Posting and Enforcing Rules for Visitors to All City Buildings).

<b>Reviewed by:</b>		<u>1/8/25</u>
	Director of Library Services	Date
<b>Approved by:</b>		<u>1/8/25</u>
	President, Board of Library Trustees	Date