



# GLENDALE PUBLIC LIBRARY CODE OF CONDUCT POLICY

Effective Date: 11/01/2025

The following Code of Conduct is applicable to all who visit or participate in programs, services, and activities of the Glendale Public Library. Department staff are authorized to take all necessary steps to enforce this Code of Conduct. Noncompliance may result in the suspension of all facility privileges for up to 12 months. Refusal to abide by this policy may result in the police being called and violators being prosecuted to the fullest extent of the law.

**Any of the following behaviors will result in an immediate 12-month suspension.**

1. Abuse, theft, or vandalism of facilities, equipment, materials, artwork, or furniture, including attempts to interrupt or vandalize the computer system.
2. Possession and/or use of illicit drugs and/or alcohol.
3. Secretly watching someone without their permission, exposing private body parts, or doing sexual things in public.
4. Directing verbal or physical threats toward another person.
5. Possession and/or use of dangerous weapons (knives, firearms, explosives) and flammable materials except for a lighter.
6. Engaging in any other illegal activity or any other alleged violations of applicable city, state, and federal laws, ordinances, and statutes that apply to the facility.

**Persons involved in any of the following behaviors violating the Library Code of Conduct during a 12-month period will be addressed with the following progression:**

• 1st Offense: Verbal Warning	• 5th Offense: 1-month suspension
• 2nd Offense: Written Warning	• 6th Offense: 6-month suspension
• 3rd Offense: 1-day suspension	• 7th Offense: 12-month suspension
• 4th Offense: 1-week suspension	

**The following behaviors are prohibited inside the facilities:**

1. Failing to adhere to the Dress Code – All patrons must wear clothing that appropriately covers the upper and lower body, including shoes or adequate footwear.
2. Harassment of staff, volunteers, or patrons. “Harassment” includes using continuous profane and/or obscene language, and/or engaging in behavior with the sole intent of antagonizing another person.
3. Eating and drinking at the computer and tablet areas.
4. Use of tobacco, vape, or marijuana products.
5. Gambling, panhandling, or soliciting.
6. Not engaging in activities associated with the legitimate use of the facility.
7. Neglected bodily hygiene. “Neglected bodily hygiene” means bodily hygiene that is offensive or disruptive to other library patrons.
8. Use of cell phones or other electronic devices that are audible to others.
9. Impeding pathways or the usage of equipment with one’s body and/or personal belongings.
10. Bathing, shaving, washing clothes, and/or hair in the restrooms.
11. Leaving a vulnerable adult, or a child under the age of 10, unattended.
12. Not following signage or verbal communication from staff.

**The following items are prohibited from being brought into all public facilities:**

- A. Bicycles, scooters, and other large articles, without prior approval.
- B. Animals (except for service animals) in the facility.

Approved and adopted by Library Advisory Board: October 8, 2025