



## **Astoria Public Library Guidelines for Library Use**

Astoria Public Library is committed to providing a welcoming and inclusive library system where our entire community can gather, connect, and explore. We are committed to fostering and maintaining an environment in which all individuals are treated with respect, courtesy, and dignity.

This policy provides guidelines for library usage for the public and how the rules are enforced. Our enforcement is designed to preserve access to library services to the maximum extent possible and to maintain a safe and welcoming environment for the public and for library staff and volunteers.

We strive to provide safe, easy, and unobstructed access to our buildings, collections, furnishings, and other library resources. For everyone's enjoyment, it is expected that patrons follow these Library Rules for Use.

### **Guidelines for Library Use**

- Ask for help or resources when needed.
- Follow reasonable direction from library staff and adhere to all library policies.
- Be considerate of others and respect library users, staff, and volunteers.
- Respect the facility, equipment, and materials.
- Be responsible for children and adults in your care.
- Stay with your personal belongings at all times.
- Enjoy non-alcoholic beverages in closed containers and small amounts of snack foods.
- Wear clothing that consists of a shirt, bottom garment, and shoes.

### **No person shall:**

**1. Violate any federal, state, or City of Astoria law.**

**2. Threaten, harm, or harass library users, employees, and/or volunteers.**

This includes verbal and physical harassment or threats and/or the use of abusive, or threatening language, or gestures. Examples of behavior include but are not limited to:

unwelcome contact between people; stalking, staring, or invading personal space; directing abusive language at a person.

**3. Engage in disruptive, disorderly, or unsafe conduct.**

Behavior that interferes with others' use of the library or with the ability of staff to perform their duties is prohibited. Examples of behavior or activities that may be deemed by library employees to be disruptive include but are not limited to: using library materials, furniture, or facilities in a way that is different from the intended purpose; overly loud noise, throwing things, pushing and shoving; leaving garbage or spills in the library.

**4. Have personal hygiene that unduly interferes with the ability of others to use the public land or public facility, including body odor or strong perfume.**

Patrons are welcome to return to the library after they have addressed the source of an odor. We can offer resources if requested.

**5. Bring weapons into the library.**

No person may possess a firearm, deadly weapon, or dangerous weapon in a City Building or City Park Facility and will be required to either leave the location or surrender the firearm or weapon to a law enforcement officer or an employee of the City of Astoria authorized to enforce this policy.

**6. Use tobacco products.**

Smoking, vaping, or chewing tobacco is prohibited inside the library building and 10 feet from all entrances.

**7. Consume, possess, or be under the influence of alcohol, marijuana, or controlled or illegal substances.**

**8. Bring animals, except service animals, inside the Library buildings.**

Only service animals specifically trained to perform a task for a person with a disability, or animals that are part of a library program, are allowed.

**9. Leave children under 10 years of age unattended.**

See also: Library Policy on Unattended Children.

**10. Create obstacles with personal belongings or leave items unattended.**

Bicycles, shopping carts, or similar wheeled objects may not be brought into a public facility when doing so would be inconsistent with the intended use of the public facility. A bicycle lock is available for check out.

### **11. Improperly use library restrooms.**

This includes, but is not limited to, bathing, washing hair, and preparing meals.

### **12. Conduct surveys, distribute materials, sell or advertise merchandise, or solicit money or signatures in a public facility.**

This applies to doorways or vestibules of a public facility and to pathways and pavement outside of the libraries; book and materials return areas must be kept clear.

### **13. Ride or operate a skateboard, scooter or electric trike, bicycle, roller blades, or roller skates in a public facility.**

This includes any area that provides for ingress and egress to the library, including sidewalks, plazas, and other hard surfaces, unless otherwise authorized to engage in such activities. Reasonable exceptions include wheeled medical devices.

## **Enforcement of the Library Rules for Use Policy**

Library employees will enforce these rules.

### **Progressive Discipline Approach**

Astoria Public Library strives to preserve access to library services to the maximum extent possible while still maintaining a safe and welcoming environment for everyone. Our intention is to be fair and to build relationships that lead to improved behavior and continued access to our services and facilities while protecting patrons, employees, volunteers, and the library facilities. Depending on the severity and frequency of the prohibited behavior, patrons may be asked to leave for progressively longer periods of time, which will be determined after careful review of the incidents and in accordance with the Patron Progressive Discipline Rubric.

- Generally, for violations unlikely to cause immediate harm to others and not perceived to be threatening, the person violating the rules will be given at least one warning.
  - If behavior continues, the person will be asked to leave the premises for the day.
  - If the person returns and the behavior continues, they may be excluded for progressively longer periods of time.
  - Continued failure to comply with the Library Rules for Use Policy can result in an exclusion order up to 360 days, issued by the Astoria Police Department.
- Any behavior that arises to the felony criminal level can result in an immediate 360-day exclusion from library premises.

### **Exclusions**

Individuals who fail to observe the Library Rules for Use Policy may be asked to leave the library building, property, or virtual space, be suspended from the library for a period of time, be subject to arrest, or be subject to other lawful action.

- **Exclusions** – Someone whose behavior violates the Astoria City Code may be excluded from the library for a period of up to 360 days, issued by the Astoria Police Department.
- **Trespass** – Individuals who fail to comply with any exclusion may be issued a citation or arrested for trespass.
- **Minors** – In the case of a minor being excluded, every attempt will be made to contact the child's parent or guardian to give notice of the exclusion.

## Appeals

A person receiving an exclusion notice may appeal to the Library Director and seek to have the exclusion reversed or the exclusion period shortened.

**Library Board Endorsement: August 5, 2025**

**Biannual Review due 2027**