

Contra Costa County Public Law Library

Patron Rules of Conduct

Welcome to the Contra Costa County Public Law Library. We provide an environment that is dedicated to the acquisition of legal knowledge through reading, writing, and quiet contemplation. The staff is here to help you find what you need. Please help us keep the library a safe, quiet and beautiful place for everyone, by observing our policies.

1. While in the library, patrons are expected to be engaged in activities associated with the use of the library, for example, reading, studying, or using library materials.
2. Patrons shall not disrupt library operations or disturb others while using the library. This includes soliciting or volunteering legal advice from other users as well as interfering in transactions between library staff and other patrons.

“Any person who intentionally interferes with any lawful business carried on by the employees of a public agency open to the public, by obstructing or intimidating those attempting to carry on business, or those persons there to transact business with the public agency, and who refuses to leave the premises of the public agency after being requested to leave by the office manager or a supervisor of the public agency, or by a peace officer acting at the request of the office manager or a supervisor of the public agency, is guilty of a misdemeanor, punishable by imprisonment in a county jail for up to 90 days, or by a fine of up to four hundred dollars (\$400), or by both that imprisonment and fine.” (Penal Code §602.1 (b)).

3. The library shall not be used in lieu of an office for the practice of law or any other professional business activity.
4. Silence shall be observed in all public areas of the library. Loud talking is prohibited. Cell phones must be set to vibrate, and all calls must be taken outside the library.
5. Appropriate clothing, including shirts, and footwear must be worn by library patrons at all times.
6. Patrons who emit odors that are offensive or distract other people from their study shall be required to leave the library.
7. Anyone whose conduct poses a threat to the safety of patrons or staff shall be removed from the premises.
8. Patrons shall not block or obstruct the aisles. All reading, study, and research should be done at the tables provided, not at the Reference Desk, on the floor, or seated in the aisles. Sitting on floors, counters or tabletops is not allowed in the library.
9. Patrons shall not rearrange library furniture or equipment.
10. Patrons shall not make repairs or alter the settings on library equipment without permission. Please ask staff for assistance.
11. Patrons shall not place objects likely to damage furniture, such as heavy briefcases, upon tables, chairs, or library equipment.

12. The library is not responsible for any item left unattended. Security may be called to remove such items.
13. Children under the age of twelve must be supervised at all times. If a child's behavior disturbs patrons or staff, or results in damage to library property, the adult and child will be asked to leave.
14. Patrons shall not deface, damage or destroy library property.

"Any person who maliciously cuts, tears, defaces, breaks, or injures any books, map, chart, picture, engraving, statue, coin, object of curiosity, deposited in any public library, gallery, museum, collection, fair, or exhibition, is guilty of a misdemeanor. The parent or guardian of a minor who willfully and maliciously commits and act within the scope of this section shall be liable for all damages so caused by the minor." (Education Code §19910)

15. Any person who removes or attempts to remove without permission, or who mutilates library materials violates California law. A first conviction for petty theft is punishable by fine and/or imprisonment in the County Jail. (*Penal Code §490.5 and Education Code §19910, 19911*).
16. If the security alarm sounds when a person attempts to pass through the exit gate, he or she must stop and return to the Reference Desk. Staff may detain that person to make a reasonable search of the person's property, including briefcases, handbags, and backpacks, to determine if library property has been concealed.

"In order to prevent the theft of books and library materials, state law authorizes the detention for a reasonable period of any person using these facilities suspected of committing LIBRARY THEFT. (Penal Code §490.5).

If library materials are found during this search, staff will request identification. A report of each security incident will be made and kept on file in the library.

17. Patrons shall not conceal library materials for their exclusive use. Pocket parts or loose-leaf pages may be removed from books briefly to be photocopied on the library's copiers and shall be returned promptly to the book by the patron.
18. Pets are not allowed, however, service animals are exempt from this rule.
19. Food and drink are prohibited throughout the library.
20. Persons under the influence of alcohol or recreational drugs are not allowed in the library.
21. Charges for photocopies, printer copies, and faxes will be collected immediately.
22. Checks will not be accepted from any patron whose previous check has been returned for insufficient funds.
23. Any group wishing to tour the library must make an appointment in advance.



Violation of these rules may result in suspension of library privileges.