

Rules of Conduct

The Santa Cruz County Law Library staff welcomes you. The Library provides public access to legal information. We are here to assist your use of the resources and services offered. The Library is intended for use by persons engaged in law-related research. Please help keep the Library safe and pleasant for everyone by following these rules of conduct.

All persons who enter the Library must:

- -respect the rights of other users and library staff by maintaining a quiet atmosphere. Soliciting, harassing, offending, intimidating, threatening or disturbing library patrons or staff is strictly prohibited by law.
- -agree to comply with all laws, established procedures and rules of conduct. Failure to comply may result in removal and/or suspension from the Library.
- -enter and exit through the main door near the front desk, except in an emergency.
- -keep personal belongings with you at all times. Personal property left unattended may be removed and destroyed by security officers.
- -supervise and monitor the behavior of children.
- -wear clothes appropriately covering your body, and shoes or other footwear.
- -leave bicycles, scooters, shopping carts and skateboards outside of the Library.
- -not bring animals into the Library unless they are properly identified Guide dogs or Service dogs.
- -not use cellular telephones at all in the Library.
- -not bring food or uncovered beverages into the Library.
- -not interfere with use of the Library by other persons; harass or annoy others through noisy or boisterous activities, staring or offensive body odor.
- -not write in, make any mark upon, or deface Library books or other Library property.

The Library reserves the right to inspect briefcases, packages and outer garments for library materials. The Library also reserves the right to require users to leave the Library if they violate any of the above rules or if they are not engaged in activities associated with legal research.

Rules of Conduct Violations

The Law Librarian, or the Law Librarian's designee, shall have the authority to order the removal of any person from the Library for any violation of these general regulations and rules of conduct. The person removed pursuant to this order shall not enter the Library during the remainder of the business day or the period of time as may be specified by the Librarian in writing. The Law Librarian, or the Law Librarian's designee, shall have the authority to suspend a person's privileges to use the Library for such period of time as s/he determines to be appropriate for violation of any of these general regulations and rules of conduct. Any suspension shall be in writing. A suspension of five days or less shall be final. Any person who re-enters the building during the term of his/her suspension shall be considered a trespasser.

Any person who has been suspended from the Library for a period of six or more days for failure to comply with all the provision of these general regulations and rules of conduct may file an appeal with the Board of Trustees. Such appeal shall be in writing and shall be submitted within 15 days of the date of the order of suspension and shall contain a brief description of the reasons for the appeal and why the suspension should be modified or overturned. The Library Board shall designate an impartial person to serve as hearing officer and to hear the appeal.

The hearing officer can be a member of the Board or such other person as the Board determines is qualified to hear the appeal. The hearing officer shall conduct the hearing as soon as practicable to ensure a timely resolution of the appeal. The decision of the hearing officer shall be reported to the Board of Trustees, the Director, and the person appealing the decision. The decision of the hearing officer shall be final.