



City of Arts & Innovation

Board of Library Trustees

TO: BOARD OF LIBRARY TRUSTEES

DATE: FEBRUARY 27, 2017

FROM: RIVERSIDE PUBLIC LIBRARY

SUBJECT: AMEND RULES OF CONDUCT PROCEDURE MANUAL AND PAMPHLET

ISSUE:

Consider amending the Rules of Conduct Procedures Manual and pamphlet.

RECOMMENDATION:

That the Board of Library Trustees approve and amend the proposed addition to the Rules of Library Conduct Procedures Manual Section 1(B-01) and pamphlet.

BACKGROUND:

The Riverside Public Library established Rules of Library conduct for the successful running of its facilities, maintain an appropriate library environment, and to ensure customers enjoy their library visits. The Board of Library Trustees adopted the Rules of Conduct on September 20, 1982.

DISCUSSION:

The Library with assistance from the City Attorney's Office propose additional language to modify the Exclusion Notice in the Rules of Library Conduct Procedures Manual Section 1(B-01) (attachment 1) and pamphlet (attachment 2). The current Exclusion Notice states:

"If a Library customer has received a Warning Notice and again violates a provision of the Rules within ninety (90) days of the date of issuance of the Warning Notice, a Library employee may issue a written Exclusion Notice excluding the person from the Library or losing some or all of his or her library privileges as the Library staff may determine to be appropriate. If the person is excluded from the Library, the exclusion shall be for a period of no less than one (1) month and no more than twelve (12) months."

Proposed addition:

"Individuals that enter a Library building during a time period in which they have been

excluded by an Exclusion Notice will be immediately reported to the Riverside Police Department for trespass.”

FISCAL IMPACT:

There is no general fund impact.

Prepared by: Tonya Kennon, Library Director
Approved by: Alexander T. Nguyen, Assistant City Manager

Attachments:

1. Procedures Manual I-B-01
2. Rules of Conduct Pamphlet