



CITY OF FULLERTON

Fullerton Public Library

Judy Booth, Library Director

Delivery Date: _____

Mr. / Ms.

Dear Mr. / Ms.,

The Fullerton Public Library Board of Trustees has adopted a Code of Conduct to ensure a positive experience for everyone who visits the Library. Library patrons who fail to adhere to the Code of Conduct may be subject to warnings, an order to immediately leave the Library premises, and/or the revocation of library privileges or access.

This letter is notice to you that we are revoking your library privileges and access for one year due to the following violations of the Code of Conduct observed by the Library staff and/or reported by other Library patrons:

Failure to Adhere to the Code of Conduct

You entered library property during a one year revocation on XX/XX/XX (Exhibit X) and XX/XX/XX (Exhibit X).

Code of Conduct: Prohibited Personal Behavior

Interfering with another Library patron's use of the Library and/or with the performance by Library staff of their duties. (Such prohibited behavior includes, but is not limited to, behaving in a manner which reasonably can be expected to disturb others, harassing or annoying others through noisy or boisterous activities, battery, verbal threats, abusive language, offensive touching, staring at another person with the intent to annoy that person, singing, talking in monologues and following another person about the Library premises with the intent to annoy that person.)

- a. You were loitering near the circulation desk and disturbing other patrons on XX/XX/XX (Exhibit X).
- b. You were talking loudly on the phone and disturbing other patrons in the computer area on XX/XX/XX. (Log).

Code of Conduct for Library Property

1. *All Library patrons must use the Library's property (e.g., facilities, materials, and furnishings) for its intended purpose.*
 - a. You entered a clearly marked "staff only" area on XX/XX/XX (Exhibit X).
2. *Manipulating or bypassing Library software and/or computer systems, such as those that regulate computer use (e.g. software restricting computer use), as well as tampering with Library computer hardware or accessories, are prohibited. This*

THE EDUCATION COMMUNITY

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includes, but is not limited to, violation of California Penal Code section 502 (Computer crimes).

- a. You used other library user's library barcode to log onto library computers on XX/XX/XX. (Log).

You have been warned about these violations as early as ____ XX/XX/XX ____ (exhibit X) but continue to commit them.

The Fullerton Public Library is located at 353 West Commonwealth Avenue and its premises includes not only the entire building, but also the area defined by the sidewalks along Commonwealth Avenue, Library Lane/Short Street, Amerige Avenue, and the sidewalk west of the Fullerton City Hall.

DO NOT ENTER LIBRARY PREMISES FOR ONE YEAR FROM THE DELIVERY DATE OF THIS LETTER.

A Fullerton Police Department Trespass Arrest Authorization is on file in your name with the Fullerton Police Department.

If you need clarification about your revocation call the Library Director at 714-738-6383 or 714-738-6380 or email the Library Director at libraryreference@cityoffullerton.com.

Appeal of Revocation of Library Privileges and/or Access

You may appeal this action by submitting a completed Library Privileges Revocation Appeal form to the Library Director or her designee within ten (10) days from the Delivery Date set forth at the top of this letter. The Library Privileges Revocation Appeal form is included with this letter. You may mail or e-mail the completed form or have it delivered by a person whose Library privileges have not been revoked.

Upon receipt of a completed Library Privileges Revocation Appeal form, the Library Director or her designee will notify the Library Board of Trustees within 30 working days and will convene the Library Privileges Revocation Appeal Committee. This committee will consist of three Library Board Trustees and one Trustee who will serve as an Alternate. The Library Privileges Revocation Appeals Committee will conduct a review of the Library Privileges Revocation Letter and documentation as well as the Library Privileges Revocation Appeal submitted by you. The Committee's decision shall be issued in writing within five working days after the hearing and will be sent to the address on the submitted Library Privileges Revocation Appeal Form.

Best regards,

Judy Booth

Library Director

Enclosures: Library Privilege Revocation Appeal Form

Self-addressed stamped envelope (SASE)