

# PALMDALE CITY LIBRARY

## **POLICY # 260 – LOCAL HISTORY ROOM USE**

To regulate access to the Local History Room, the Board of Library Trustees has established the following rules of conduct:

- Patrons may use the room if it is not otherwise being used by Library staff.
- The fire code prohibits more than six patrons in the Local History Room at any given time.
- The Local History Room is a public room. Public access must be maintained. Patrons using the room may not lock the door or otherwise exclude other patrons from the room unless they are in violation of this policy or the Library Code of Conduct.
- Patrons must check in with Reference staff to use the room.
- Loitering in the walkway or staff areas upstairs is not permitted.
- All rules enumerated in Policy #220 – Code of Conduct still apply.

Library users who do not follow these policies may be asked to leave the Library for the remainder of the day. Those who continue to disregard these rules of conduct may be asked to leave the Library for an extended period of time. Any suspension of more than one day will be imposed by the Library Director or designated representative.

Adopted: 5/19/15