

PATRON CODE of CONDUCT POLICY

POLICY PURPOSE:

In order to provide an appropriate library environment and to insure constructive use of the Butterfield Library facilities, materials, and services as well as the safety and personal comfort of all our library patrons and staff, the following Code of Conduct will be in effect at all times. Anyone who violates the Code of Conduct may be banned from the library properties and/or prosecuted to the fullest extent of the law.

The Library has the right to amend the Code of Conduct at any time.

1. Behavior

Appropriate behavior is required at all times, and patrons shall be engaged in activities associated with the use of a public library. Reasonable quiet is expected, especially in designated study areas. No patron may disturb others using the library. If a patron has issue with another patron they shall not approach the patron, rather they should inform the Library Staff of the issue. Misconduct such as the use of foul, offensive or threatening language and gestures, harassment, public drunkenness, drug usage, sale or exchange of alcohol or drugs, illegal gambling, loud talking and laughing, running, pushing, and fighting, and other offensive behavior are not allowed on the Library property. The Library has the right to prohibit groups from congregating in the building. In addition, sleeping, staring, stalking, soliciting, loitering, littering, bringing in weapons, and damaging property are prohibited. Using cellular phones, pagers or other electronic devices in a manner that disturbs others is prohibited. Children's areas are to be used by adults accompanied by children or adults using the resources only available in that location.

2. Children and the Library

- The Library cannot assume responsibility for the care and supervision of children.
- Parents and caregivers are expected to supervise the behavior of their children.
- Children without parental supervision shall abide by this policy.
- A child that fails to adhere to this policy will have their parent/guardian contacted.
- If the child continues to break our policy, they shall lose their library privileges.

3. Banned Patrons

The Julia L. Butterfield Memorial Library aims to provide excellent library services and promote a safe, welcoming, and hospitable environment for all of its patrons. Therefore, it is necessary that all library patrons respect the policies as set by the Board of Trustees. Patrons in violation of library policies will be subject to the following:

- Patrons in violation of a library policy will be informed that their behavior violates a specific policy (name policy) and will be warned that they must cease the inappropriate behavior.
- Patrons who violate a policy a second time, after having been warned once to cease, shall be asked to leave the library premises immediately for a 24-hour period.
- Patrons who have been banned from the library's premises for a 24-hour period, are welcome to return with the understanding that they will adhere to all library policies or they may be permanently banned.
- The Library Director, in consultation with library staff, will determine the length of the ban.
- If a Patron refuses to leave the premises when asked by library staff, the Cold Spring Police Department will also be summoned.

4. Appeal

Patrons (or the parent and/or guardian of a minor) who have been banned from the library premises for any period of time have the right to submit a written appeal request to the Library's Board of Trustees. The appeal should explain why the patron feels they should not have been removed from the library premises. The appeals request may also acknowledge alleged wrongdoing and request leniency. The Library Board of Trustees will review submitted appeals requests at their next scheduled board meeting. Note that appeals requests will be discussed in confidence to protect patron privacy.

5. Animals in the Library

Pets are not permitted in the library except for properly identified service animals.

6. Dress and Personal Hygiene

- Patrons of all ages shall be fully clothed, including footwear.
- Patrons shall maintain a generally acceptable standard of personal hygiene.
- Unpleasant body odor is considered unacceptable.

7. Parking

- The parking areas solely for the use of patrons and staff while they are in the library.
- Vehicles must park in legal, designated spaces.
- Violators are subject to tickets and/or towing.
- Unauthorized overnight parking is not permitted and is also subject to towing.

8. Smoking, Food, and Beverages

In accordance with New York State and local law, the library is a smoke--free establishment. Additionally, there shall be no smoking or vaping within 100 feet of the to entrances, exits, and air in-take vents.

Food and beverages are allowed in accordance with the Food and Beverage Policy.

9. Please Walk

For your safety and the safety of our patrons and staff, you may not run, skate, or use a skateboard on Library property. You may not ride bicycles on the stairs or walkways around the buildings.

10. Library Materials and Equipment

Library materials must be returned on time and in good condition. Overdue materials deprive others in need of those materials. A library patron who deliberately alters a library computer or destroys computer equipment will forfeit all library privileges, will be subject to financial liability for damages, and may be subject to criminal penalties.

A library patron who vandalizes, steals, or destroys any library material, equipment or building components will forfeit all library privileges, will be subject to financial liability for damages, and may be subject to criminal penalties. All briefcases, oversized handbags, carryalls, luggage, packages, overcoats, and shopping bags may be subject to inspection by library staff.

11. Proper Identification

Library staff may request a patron to provide proper identification. Failure to provide such identification may lead to removal from the library. Patron concerns should be brought to the attention of Administration.

12. Public Health Emergency

In the event of a public health emergency, as determined by state or local public health officials, the Director is authorized, in accordance with the Library's Pandemic Policy, to enact protocols to protect the safety of staff and patrons.

Adopted: May 10, 2008

Revised: May 2014

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