

**CODE OF CONDUCT POLICY**

Code of Conduct Policy	2
Behavior	2
Children and the Library	2
Animals in the Library	3
Dress and Personal Hygiene	3
Parking	3
Smoking, Food, and Beverages	3
Please Walk	4
Library Materials and Equipment	4
Proper Identification	4
Adopted	4

### *Code of Conduct Policy*

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 library property and/or prosecuted to the fullest extent of the law. The Library has the right to amend the Code of Conduct at any time.

### *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.

### *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.

### *Animals in the Library*

Pets are not permitted in the library except for properly identified service animals that aid the physically challenged and for programming purposes.

### *Dress and Personal Hygiene*

- Patrons, including toddlers and children, shall be fully clothed, including footwear.
- Patrons shall maintain a generally acceptable standard of personal hygiene. Unpleasant body odor, which may offend other library patrons or staff, is considered unacceptable.

### *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.

### *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 in the areas immediately adjacent to entrances, exits, and air in-take vents.
- Food and Beverages are allowed in accordance to the Food and Beverage Policy.

*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.

*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 database 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.

*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.

*Adopted*

May 10, 2008 | Revised May 2014