

LIBRARY BEHAVIOR POLICY

To maintain an atmosphere appropriate for work, study, and enjoyment for all Library patrons and staff, and to protect library resources and facilities from damage, the Emma S. Clark Memorial Library Board of Trustees has adopted this policy.

Prohibited Activity

Patrons shall not interfere with the use of the Library by other patrons, or interfere with Library employees' performance of their duties. To that end, the following activities are prohibited in the library and on library grounds:

- Using abusive or threatening language or actions
- Interfering with other Library patrons' reasonable expectations of privacy
- Creating unreasonable noise such as talking loudly or using personal electronic devices without headphones or at a volume that disturbs other patrons
- Using cell phones within the library, except for text messaging or other silent operation
- Soliciting, petitioning, distributing materials, or canvassing on Library premises
- Using Library materials, equipment, furniture, fixtures or facilities in any manner which may cause damage to them or to any person
- Bringing animals other than service animals into the Library building, unless they are being used in a Library program
- Being inappropriately dressed (shoes and shirts are required at all times)
- Carrying a weapon onto Library grounds (except off-duty law enforcement personnel who are required to carry their weapons)
- Leaving personal belongings unattended
- Smoking anywhere on Library premises, including building and grounds
- Engaging in any activity in violation of Federal, New York State, or other applicable law
- Engaging in any behavior that infringes on the rights of other patrons to use the Library facilities and materials peacefully and with enjoyment

Response to Violations of Behavior Policy

The Board authorizes the Director and other Library employees to enforce compliance with this policy.

Library personnel will notify an individual when his/her behavior violates these rules. If the patron fails to cease the prohibited activity, the employee will ask him/her to leave the premises for the day. If the individual does not promptly leave the premises, local law enforcement personnel may be called for appropriate action. In any situation where Library employees feel that the health, safety, or security of Library patrons or staff is threatened, they will contact the police immediately for assistance.

If there are repeated infractions by a single individual, the Library Director may suspend on-premises Library privileges of that individual for a period of 30 days. Further repeated infractions may result in suspension of Library privileges for a greater period of time, including permanent suspension, at the discretion of the Library Director in consultation with the Board

All such incidents and suspensions of privileges must be documented in a written Incident Report which will be sent to and maintained by the Board of Trustees.

Suspension Appeal Process

Any patron who feels that he/she has been unjustly deprived of Library privileges may appeal his/her suspension to the Board of Trustees or a designated committee thereof. A patron may request an in-person hearing or submit a written statement. Appeals may be made at any time during the term of the suspension. A decision must be rendered by the Board, or its designated committee, within 14 days of the hearing or submission of a written appeal.

Adopted April 15, 2015

Amended February 15, 2017