



LIBRARY BEHAVIOR POLICY
Policy# ESCML.101.ADM
Revision Approved: 05.20.2026

1. Purpose/Summary

The Emma S. Clark Memorial Library (the "Library") maintains an atmosphere appropriate for work, study, and enjoyment for all Library patrons and staff, and to protect library resources and facilities from damage.

2. Scope or Use

This policy applies to all Library patrons, employees, trustees, officers, contractors, consultants, and third-party vendors.

3. 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 Quiet Areas, 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
- Failing to return the Library's rooms or areas to their prior condition, including but not limited to leaving the Library's rooms or areas in disarray and/or creating an unsanitary condition
- Bringing animals other than service animals as defined in the Americans with Disabilities Act into the Library building, unless they are being used in a Library program
- Being inappropriately dressed (shoes and shirts are required at all times)



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- Carrying a weapon onto Library grounds (except law enforcement personnel who are required to carry their weapons)
- Leaving personal belongings unattended
- Smoking (including electronic cigarettes) anywhere on Library premises, including building and grounds
- Possessing, using, or consuming alcohol, marijuana/cannabis, or illegal substances on Library premises
- Engaging in any activity in violation of Federal, New York State, other applicable law, or applicable Library Policy
- Engaging in any behavior that infringes on the rights of other patrons to use the Library facilities and materials peacefully and with enjoyment

4. Consequences for Violations of Behavior Policy

The Board authorizes the Director and other Library employees to enforce compliance with this policy and take any/all of the following steps:

- Library personnel will notify an individual when their behavior violates these rules.
- If the patron fails to cease the prohibited activity, the employee will ask them 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 serious or repeated infractions by a single individual, the Library Director or their designee may impose an immediate suspension 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.



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

5. Suspension Appeal Process

Any patron may appeal their suspension in writing to the Board of Trustees within 30 days of the suspension. A decision must be rendered by the Board, or its designated committee, within 14 days of the next regularly scheduled Board meeting.

References:

New York CPLR §4509

New York Labor Law §203-d

Artificial Intelligence (AI) Governance and Use Policy

Computer and Internet Use Policy

Confidentiality of Library Records Policy

Policy Type: Library with Federal & State Guidance