

## II USING THE LIBRARY

### 2.1 CONDUCT AND SAFETY IN THE LIBRARY

The Library seeks to provide quality service to all patrons. The following code has been adopted for the convenience and protection of all using and working in the Library. Staff members are authorized to enforce this code of conduct.

#### **2.1.2 Noise in the Library**

Disturbing other patrons, staff or volunteers with loud noises or with persistent, unwelcome attention is prohibited. All conversation should be kept as low as possible in all areas of the library. No conversation is permitted in the Quiet Zone." (see zone map)

All sound equipment (i.e. mp3 players, laptops, smartphones, etc.) must be used only with earphones in order to not disturb other patrons.

Cell phones should be set on vibrate when entering the building. Phone conversations are not permitted in the Quiet Zone, and must be kept to a low speaking volume in other areas of the building. Phone conversations may not be conducted via speakerphone.

#### **2.1.3 Disruptive Conduct**

No person shall physically, materially or verbally interfere in any way with another patron's experience.

Any behavior that compromises the safety or security of the Library staff or patrons is prohibited.

A verbal or physical threat in the Library or the use of Library technology to threaten or intimidate Library patrons or staff is strictly prohibited.

Offensive behavior or remarks, or comments of a sexual nature, however intended, are forbidden.

Patrons without shoes or shirts, or dressed indecently, will be asked to leave the Library.

No food, other than approved as part of a Library program, is allowed in the Library. Beverages that can be closed with a lid or a cap are allowed.

Using library restrooms or water fountains for bathing, shaving, or washing clothing is prohibited. Loitering in the restrooms is prohibited.

#### **2.1.4 Recording in the library**

The library will honor state and federal law and policy with respect to photographing, recording, broadcasting, and streaming images of the premises, patrons, and employees while on library property (for the sake of clarity, all such activity is referred to in this document as "Recording").

As a limited public forum whose primary purpose is library service, the Library will allow all Recording consistent with its Plan of Service, ethics, orderly operations, and mission. The Library reserves the right at all times to refuse any Recording that will negatively impact safety, patron privacy, employee work conditions, and/or routine library operations.

Whenever possible, individuals or media outlets who wish to engage in Recording should contact the Director to arrange, at least two business days in advance, how such Recording can be done.

#### **2.1.5 Safety of children**

Definition of Parent: The term parent for the purpose of this policy includes legal guardians and authorized caregivers.

Parents are responsible for the actions of their children. Parents will be notified if a child's actions are disruptive. Should a parent, guardian or authorized caregiver not be on site or reachable when such a notification is required, the police may be called.

The Library is particularly concerned with the safety of younger patrons. For their protection a parent, guardian or authorized caregiver must stay with any child under age 7. (Parents may remain outside a program room during preschool story time and school age events).

Children from 8-11 must have a parent in the building.

Minors under 16 are not considered authorized caregivers.

Only teens and adults accompanying them may use the Teen Room.

#### **2.1.6 Smoking in the Library**

For the protection of our patrons, and in accordance with New York State law, smoking shall not be permitted and no person shall smoke, within 100 feet of the entrances, exits, or outdoor areas of this library.

This policy does not apply to smoking on adjoining non-library properties.

### **2.1.7 Animals in the Library**

Only animals intended to serve people with disabilities or part of a Library program are allowed in the building.

Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.

Emotional support, therapy, comfort, or companion animals: These terms are used to describe animals that provide comfort just by being with a person. Because they have not been trained to perform a specific job or task, they do not qualify as service animals under the ADA.

### **2.1.8 Buying or Selling in the Library**

Patrons may not solicit funds or sell merchandise on Library property unless there is an appreciable benefit to the Library. Prior permission from the Library Director is required.

## **2.2 SUSPENSION OR BANNING OF LIBRARY ACCESS:**

The Library Director may suspend the privilege of patrons using the Library for violation of Library policies, serious disturbance of other patrons, being judged a threat to other patrons or staff, or committing a crime on Library property. In serious cases a patron may be banned permanently from Library property.

### **Process For Suspension Of Privileges Or Banning**

The Library Director may bar access to Library facilities or suspend the borrowing privileges for up to six months of any patron who has violated Library policies or repeatedly engaged in disruptive behavior. Any suspension of library privileges will be reported to the Library Board at the next regularly scheduled meeting.

In cases where the Library Director determines that infractions, either because they are repeated or grave, should result in permanent banishment, the Director will notify the Library Board and send a letter to the person notifying him or her of the potential action and invite the person to respond within 30 days. After 30 days, unless the patron provides information to change the pending decision, the Director will send a letter to the patron that they are permanently banned from Library property. The letter will also inform the patron that according to Library policy he or she may make a written request for a hearing before the Library Board at its next scheduled meeting.

## Banned Patrons Use of Electronic Resources

At the discretion of the Library Director, based on the nature of the offense, a suspended or banned patron may be allowed continued access to electronic library resources.

ADOPTED: Feb. 16, 2011; Updated Sep. 17, 2014; Updated Jun 22, 2022

History and background for this policy are located in the Office of the Director of the Library.

# What's Your Zone?

- Green Zone**  
No Noise Restrictions
- Yellow Zone**  
Low Volume Conversation,  
No Media\*
- Red Zone**  
No Conversation  
or Media\*

