



LIBRARY CONDUCT POLICY

All Library users, staff and visitors are expected to follow the policy of Library use, which has been created to make the Library a welcoming place for the entire community.

The Library is for the use of all citizens. No individual or group has the right to create an atmosphere in the Library that discourages other members of the community from enjoying its use.

Patrons are required to comply with directives from staff who are responsible for enforcing this policy.

Appropriate behavior in the Library maintains a quiet, orderly, safe and welcoming atmosphere:

- Patrons entering and leaving the building should speak in low voices and behave in an orderly manner;
- If patrons are not actively searching for materials in the stack areas, returning or charging out items or seeking assistance from a staff member, they should be engaged in activities associated with the use of a public library, such as studying, reading, doing research or utilizing a computer, within a reasonable time after entering the library building. Conversations should be limited and in low voices;
- Patrons are encouraged to seek materials of interest or for school assignments in the stack area. Patrons are encouraged to seek assistance for finding such materials from the Library staff. The stack areas and other areas of the Library may not be used for running, loitering, loud conversations or horseplay;
- Members of the public who come to the Library to study or work together are encouraged to sign up for use of the small meeting rooms so that their conversations do not distract others;
- The consumption of food within the Library is not permitted;
- Obscene, abusive **or harassing** language or behavior is prohibited;
- Loitering inside or outside the Library is not permitted;
- Use of electronic devices in any manner so that sound is transmitted to other patrons is prohibited. (see Cell Phone and Electronic Devices Policy)
- The Children's Library is for children and their care givers; adults who are not with children should use the adult library.
- There will be no smoking permitted anywhere on Library property.

Unless circumstances call for more stringent measures, patrons who do not comply with any of the above policies will be warned by a member of the Library staff that they are acting in violation of the policies of the Library and will be reminded of the Library's policy on appropriate conduct.

After one verbal warning, if the actions continue, Library staff members will use discretion to give users a second warning or will request that offenders leave the Library property.

*An Incident Report may be filed if appropriate.

Library employees shall contact the appropriate law enforcement agency(ies) if deemed advisable.

Any suspension is subject to review by the Board of Trustees pursuant to the applicable Education Law.

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