

Patron  
Code  
of  
Conduct  
Policy

**Adopted June 4, 2020**

## **The Patron Code of Conduct**

The Claverack Free Library is dedicated to providing access to knowledge and information through reading, writing, quiet contemplation, and the use of technology. The Library is committed to providing patrons with the right to use materials and services without being disturbed or impeded and providing patrons and employees with a secure and comfortable environment.

The Board of Trustees of the Claverack Free Library authorizes Library management to establish and implement procedures to ensure that the Patron Code of Conduct is adhered to and that the Library is preserved for the purposes for which it is intended. Procedures relating to conduct issues are to be approved by the Library Director and made available upon request.

Library staff will be respectful of all patrons and will enforce the Patron Code of Conduct to ensure that the Library is preserved for the purposes for which it is intended. Patrons are expected to follow staff directives regarding use of the Library. Patrons who violate the Patron Code of Conduct, and/or disregard staff directives may be asked to leave the Library. Suspension of Library privileges may result. Written records of Library suspensions and incident reports will be kept on file with the Library Director. As necessary, the local Police Department may be called. Suspected child abuse will be reported to Department of Children and Family Services.

All patrons are expected to abide by Claverack Free Library Policies. We ask all Patrons to respect the rights of others and to work together to create an environment conducive to equitable and enjoyable use of the Library by all. Disruptive behavior inhibits equitable and enjoyable use and will not be permitted in the Library or on its grounds. Disruptive behavior includes but is not limited to:

Endangering self or others such as:

- Impeding ingress or egress to/from the library.
- Bringing weapons or threatening objects into the Library
- Throwing objects • Running and/or chasing.
- Bullying or bothering other people.
- Leaving animals unattended on Library property.
- Smoking on library property.
- Not wearing shirt and/or shoes while in the library.
- Leaving a child under 10 years old unattended in the library
- Not wearing a face mask when library signage indicates one is required
- Not sanitizing computer keyboard after use if such policy is posted

Damaging the Library Property such as:

- Vandalizing the Library facility or materials.
- Consuming food in the Library. Covered beverages are permitted in the Library except near keyboards.

Exhibiting behavior that is inconsiderate of Library patrons and staff such as:

- Engaging in, or the appearance of, prolonged or habitual sleeping
- Engaging in sexual behavior
- Using the library rest room for inappropriate purposes; anything other than grooming, hand washing or using the lavatory.
  - Having bodily hygiene that is offensive so as to constitute a nuisance to patrons or staff.
  - Using the library for the purposes of solicitation.
  - The consumption of alcohol is prohibited on library property, with the exception of an after hours library event for which the Board has granted prior approval. Examples of after library events are fundraising activity, group meeting such as book club, library programs, etc.
  - Leaving personal belongings unattended. Unattended items may be turned in to lost and found. The Library is not responsible for lost items.
    - Re-arranging or disarranging library furniture without staff permission.
    - Creating inappropriate levels of noise such as: - Shouting. - Conducting loud conversations. -Engaging in arguments and/or using foul language. - Not using headphones when listening to programs with audio. - Cell phone ringers set to ring. All cell phones should be set to silent ring or turned off while in the Library. Staff may designate quiet, cell phone-free areas in the Library.

The Board of Trustees of the Claverack Library authorizes Library management to establish and implement procedures to address issues of Patron Conduct.