Ruth Keeler Memorial Library Code of Conduct

Related Policies: Unattended Minors Policy, Vulnerable Adults Policy
Child Safety Policy
Authorities responsible for compliance: Director, Board of Trustees

To achieve its mission, the Ruth Keeler Memorial Library (e.g., “the Library”) must promote an environment within the Library that promotes access to and use of Library services. This requires the Library to develop and enforce standards of behavior. To ensure such enforcement can be accomplished consistently and fairly, the Library shall use the below policy.

Policy

All visitors and users of the Library are subject to the following:

1. Access to the premises, programs, and equipment offered by the Library are equally and freely accessible to all. Borrowing privileges are available to all those with a valid Westchester Library System (WLS) library card.

2. At all times, people in the Library and on Library property should not jeopardize the confidentiality of Library records, the physical safety of other people, or the integrity of any property.

This includes but is not limited to:
- Unauthorized access to patron information
- Running, climbing, throwing things
- Stealing or otherwise placing people and property at risk of harm
- Improper use of Library equipment and materials, including placing feet on the furniture
- Blocking access to entrances, exits, or materials
- Removing, destroying or vandalizing Library facilities or property

3. Any conduct that threatens, harms, or targets library employees, volunteers, users, or visitors in a manner forbidden by law is grounds for suspension and/or removal of access to library property and/or library privileges.

This includes but is not limited to
- Harassment, threats, abuse, stalking
- Discrimination or mistreatment of any person due to race, gender, religion, sexual orientation, disability, age, or socioeconomic status
- Physically or verbally assaulting, threatening, intimidating, harassing or abusing any other person

- Possession of a weapon on their person as defined by NYS Penal Law 265
- Any form of sexual misconduct, such as exposure, offensive touching or sexual harassment as defined by New York State law

4. To ensure a professional and accessible environment, noise, lights, smells, and other stimuli of any kind should not disrupt the use of the Library by others.

This includes but is not limited to:

- Noise or loud talking (including on cell phones), playing sounds on electronic devices or instruments without earphones
- Discourteous and disrespectful interactions with staff or other Library users
- Disruptive behavior, prolonged or noisy sleeping, etc. that disturbs other patrons' use of the Library
- Viewing of offensive websites (see Internet Use Policy)
- Soliciting or petitioning, distributing materials or selling tickets or merchandise on Library property, except as authorized by the Library director
- Emitting an odor, including cologne or perfume, which impairs the ability of other users to use the Library
- Smoking, vaping and the possession of illegal drugs or alcohol. (Alcohol may be served at Library programs or events with proper permission.)
- The use of service animals that do not meet the definition provided by the Americans with Disabilities Act

5. In addition to these Rules, Library users and visitors must follow all official Library policies, the posted rules, the stated condition of access or participation in a particular program or service, and the directives of Library employees.

<u>Enforcement</u>

1. Whenever possible, a Library employee will alert a person when their behavior is contrary to Library policies and rules and will provide the person with a chance to alter their behavior. Whenever possible, issues will be resolved in an informal and friendly way.

2. When behavior poses an immediate threat to safety, property, or to the Library access of others, a person may be directed to leave the Library immediately by staff; failure to leave when so directed may lead to charges of trespass.

3. When a person has been required to leave the Library or faces loss of Library access or privileges due to a violation of any Library policies or rules, they will be given written notice of the incident and any decision to impose loss of access or privileges will be provided.

4. When a person appeals the Director's decision, they will be given written notice of the Board's decision following the board meeting at which the appeal was considered.

5. The Board's decision is final.

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