

RULES OF CONDUCT POLICY

Purpose:

The *Rules of Conduct Policy* is established to provide guidelines for patron behavior that will ensure the safety of patrons and staff, the protection and preservation of library materials, facilities and property, the maintenance of a welcoming atmosphere in the Library, and the assurance of equitable access to all individuals.

The “Library” and “Library premises” are defined to include the Library building, the parking lot, and all Library grounds. While on Library premises, patrons shall engage in reading, studying, using Library materials, attending programs, or similar activities consistent with the use of a public library. Any patron not so engaged shall be required to leave the premises.

Inappropriate behavior which is prohibited; includes but is not limited to the following activities:

- Engaging in any *action or speech*, which, within the discretion of supervising Library personnel, constitutes an annoyance, disruption, distraction, or threat to patrons and/or Library personnel, or which compromises the orderly and peaceful utilization of the Library;
- Disrupting or disturbing another’s use of the Library by engaging in loud, boisterous, or disorderly activities; talking or singing to others or in monologue such that patrons are disturbed; staring at another person such that the other could reasonably be considered to be annoyed; or following another person about the premises such that the person followed is annoyed or disturbed;
- Using the Library for sectarian religious instruction, as a place of worship, or to proselytize;

- Non-compliance with Suffolk County's Chapter 754 Smoking Laws, which ban smoking and the use of e-cigarettes in public libraries; smoking or other use of tobacco products including vapor or e-cigarettes in library facilities or on any library property, including outdoor seating areas and parking lot;
- Defacing, damaging or destroying Library material, equipment, and/or property;
- Removing materials from the building without following checkout procedures;
- Altering or bypassing public computer configurations;
- Sleeping, napping or dozing in or on Library premises;
- Bringing or consuming any food or drink beyond the vestibule areas other than bottled water; having any food or drink near any computer area;
- Rearranging Library furniture, utilization of one chair by more than one patron, sitting on Library tables and putting feet on Library furniture;
- Entering the premises without footwear, shirts and/or lower body covering;
- Entering or remaining on Library premises with bodily hygiene that is offensive so as to constitute a nuisance to other persons;
- Activities such as bathing, shaving, hair trimming, shampooing, and laundering in the restroom, along with any activity that constitutes a misuse or abuse of the restroom facilities;
- Using obscene or abusive language or gestures; engaging in excessive or disruptive conversation;
- Engaging in intentional bodily contact that could be construed as sexual in nature or engaging in intentional body contact, sexual conduct or indecent behavior on Library premises, as defined under New York Penal Law;
- Leaving personal belongings unattended;
- Using cell phones, pagers, and other communication devices in a manner that disturbs others. Audible cell phone and pager ringers must be turned off and/or set to vibrate. Cell phones should be used in vestibules or outside the Library;

- Using computers or personal devices without headphones set at a volume that disturbs others;
- Skateboarding and rollerblading on Library property. For safety reasons, patrons bringing skateboards into the building are expected to leave them at the Circulation Desk for the duration of their visit;
- Bringing any animals into the building, with the exception of guide/service animals;
- Leaving children under the age of eleven (11) and any child, in the judgement of the staff, whose health, safety or welfare is jeopardized or whose behavior is worrisome, unattended in the Library or on the premises;
- Possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance, or exhibiting signs of being under the influence of alcohol or any controlled substance;
- Transporting fireworks, firearms or weapons onto Library premises;
- Loitering in the Library or on Library property;
- Sitting, lounging or lying on the Library floor other than in a program setting;
- Selling, soliciting, surveying, distributing written materials, panhandling or canvassing for any political, charitable or religious purposes on library property without prior authorization of the Library Director. (see full *Publicity and Solicitation Policy*);
- Making fraudulent use of another's library card and/or account for any purpose, including gaining access to the Library's public computers;
- Entering non-public areas of the library without permission; and
- Parking vehicles on Library premises when not using the Library.

Library personnel will enforce these rules. Patrons not complying with these rules may be requested to leave the premises and are subject to having their Library privileges suspended, limited, or revoked by the Library Director or his/her designee. In addition, other agencies may be notified of actions taken. As a first course of action and at the

discretion of the Director, notification may be provided in writing that future infractions will result in a suspension, limitation or revocation of Library privileges. Written notification, however, is not mandatory.

Patrons have the right to submit a written notice of appeal to the Board of Trustees within thirty (30) days of any action of the Library Director or his/her designee suspending borrowing or revoking or limiting Library privileges.

PUBLIC HEALTH ADDENDUM TO RULES OF CONDUCT POLICY

The Library may implement new rules and service protocols to provide the safest possible environment for patrons and staff during times of a public health emergency and/or infectious disease outbreak. Rules and protocols related to such an emergency may be modified over time, based upon re-opening phase, directives from national, State, and local officials, internal conditions within the Library, and Board decisions.

During times of a public health emergency and/or infectious disease outbreak, patrons may be required to wear a face mask/covering at all times in the Library. When a requirement to wear face masks or coverings is in effect, the nose and mouth of the wearer must be shielded at all times. Patrons are required to supply their own mask or covering. When patrons/visitors are required to wear a mask/face covering in the Library, patrons refusing to fully comply will be required to immediately leave the building.

Inappropriate behavior which is prohibited during a phased re-opening of the Library includes but is not limited to the following activities:

- non-compliance with face covering rules;
- non-compliance with social distancing signage, markers and reminders;
- rearranging furniture in such a way as to violate social distancing rules;
- exceeding time limits established on visits to the Library facility;
- lack of parental/guardian oversight over children who understandably cannot be aware of social distancing /hygiene requirements; and

- violation of social distancing and group gathering measures placed in effect by local, regional, or State directive.

Library personnel will enforce these rules. Patrons not complying with these rules may be requested to leave the premises and are subject to having their Library privileges suspended, limited, or revoked by the Library Director or his/her designee. In addition, other agencies may be notified of actions taken. As a first course of action and at the discretion of the Director, notification may be provided in writing that future infractions will result in a suspension, limitation or revocation of Library privileges. Written notification, however, is not mandatory.

Patrons have the right to submit a written notice of appeal to the Board of Trustees within thirty (30) days of any action of the Library Director or his/her designee suspending borrowing or revoking or limiting Library privileges.