

Effective Date: February 2004

Code of Conduct Policy

The Seymour Library Board of Trustees is committed to providing an atmosphere conducive to the enjoyment of library facilities, where people of all ages may read, study, use library equipment, and partake of library activities and programs. The Board of Trustees is authorized to establish rules and regulations for the protection of library resources, visitors, staff and the physical building. The Library Director is authorized and directed by the Board of Trustees to interpret and enforce these rules and regulations. The rules and regulations that follow are referred to as the Library's Code of Conduct.

Anyone whose behavior is not in compliance with the library's Code of Conduct will be asked to leave the building and is subject to loss of library privileges (New York State Education Law, Section 262).

Library visitors must cooperate with library personnel in enforcing the Code of Conduct. If a person defies an order personally communicated by an authorized library employee not to enter the library or not to remain in the library for failure to comply with the Code of Conduct, said person is subject to arrest for trespass (New York State Penal Law, Section 140.05). Abusive language and behavior toward library staff will not be tolerated.

Rules and Regulations

In general, behavior that violates the law, behavior that interferes with the use and enjoyment of the library by others, and behavior that interferes with library employees in the performance of their duties, is prohibited.

1. Behavior and Conduct

No person, either singly or in concert with others, shall:

- a. Use abusive or obscene language, make an obscene gesture, or become involved in an act of violence or breach of the peace on library property.
- b. Disrupt, interfere with, or attempt to prevent the orderly conduct of others using the library or attending lectures, meetings, and other public events authorized by the library.
- c. Make excessive noise. Noise will be maintained at levels that ensure a quiet environment for reading and study. Normal conversational noise levels are permitted within reason, including during cell phone conversations, as long as others use of the library is not disrupted. Headphones and laptop computers may be used in the library; however, noise from headphones and laptop computers must not be audible to others. Cell phones should be set to vibrate during library visits.
- d. Run, fight, or roughhouse.
- e. Roller skate, skateboard or play ball in the library, on the grounds or in the parking lot, unless it is part of a special event or program sponsored by the library.

- f. Willfully misuse, mar, deface, damage or destroy library property, equipment, or displays. Library furniture, fixtures, and property is arranged for effective library operation and may not be moved or rearranged without permission from library personnel.
- g. Make visual recordings or take photographs of library users, staff, or interiors without the prior approval of the Library Director.
- h. Distribute unauthorized materials in the library. Materials must be submitted for review and approval for posting and/or distribution (see Seymour Library Community Bulletin Board and Display of Free Materials policies for guidelines).
- i. Sell, panhandle or solicit in the library building, on the grounds or in the parking lot.
- j. Leave a child or children of any age at the library for childcare or baby sitting purposes. Children under the age of 11 must be supervised during library visits and must not be left unattended.

2. Proper Dress, Smoking, Food, Beverages and Animals

- a. Public health codes must be observed. Library users must be fully clothed and wear shoes; bare feet are not permitted.
- b. Sinks in library bathrooms are for hand and face washing only.
- c. In accordance with New York State and local law, the library is a smoke-free establishment. Additionally, smoking is not permitted within 10 feet of the library entrance/exit.
- d. The consumption of food is prohibited, except during special events and/or programs sponsored by the library. Groups using public meeting rooms may only serve food and beverages in accordance with the library's Meeting Room Policy.
- e. Non-alcoholic beverages in lidded (covered) containers may be consumed in the library. Lidded containers include covered coffee, water, soda, and juice cups, glass and plastic beverage bottles, and beverage cans. The use of "sippy cups" and/or baby bottles is also permitted.
- f. In accordance with New York State law, breastfeeding is permitted in all areas of the library.
- g. No animals are permitted in the library, with the exception of service animals and animals visiting as part of a special event or program sponsored by the library.

3. Personal Property

- a. The library is not responsible for users' personal property. If a personal loss occurs, a staff member will assist the person in notifying the police of the loss.
- b. Personal belongings at study tables and carrels may not obstruct aisles, walkways or seating for other patrons and may not be left unattended at any time.
- c. Unattended personal property which is found in the library will be kept in Lost and Found for up to thirty days and then will be disposed of.
- d. A bicycle rack is available in front of the library. Bicycles are not allowed in the library or the entrance way to the library.

Code of Conduct Procedure

Library Staff Procedure for Handling Code of Conduct Violations:

1. Anyone in violation of the Seymour Library Code of Conduct policy will be so informed by library staff and asked to stop the conduct and/or leave.
2. If further action is needed, the Library Director or designee (following library Chain of Command) will speak directly with the patron. If necessary, Library Director/designee will call 911 for emergency assistance.
3. An Incident Report Form will be completed by library staff for the Library Director.
4. Depending on the frequency and/or severity of the violation(s) to the Code of Conduct, the Library Director may recommend to the Library Board of Trustees that a suspension of library privileges occur. The suspension period will be determined by the Library Director and the Seymour Library Board of Trustees.
5. Notice of suspension will be mailed by certified mail, return receipt requested, to the last known address of the patron or, in the case of a minor child, his or her parent or guardian.
6. Appeal of the suspension may be made, in writing, to the Seymour Library Board of Trustees, 161 East Avenue, Brockport, New York 14420, within ten (10) days of receipt of notice of suspension. The patron, or in the case of a minor child, the parent or guardian, will be notified by mail of the date and time of the hearing on the notice of appeal. The appeal process will be conducted in accordance with the library's Citizen Input and Conduct at Library Board Meetings Policy.

Adopted: February 2004

Revised: October 2016, March 2009

Reviewed: