



Policy 800-6

Adopted Date: February 2004

Revised: August 2022, October 2016, March 2009

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). All incidents of non-compliance will be filed with an incident report.

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

Examples of unacceptable behavior include:

- Abusive or obscene language or gestures
- Disruptive behavior (excessive noise, disruption of Library events)
- Running, fighting or roughhousing
- Skateboarding or rollerblading on Library property
- Destruction or misuse of Library or Patron property
- Visual recordings or taking photographs without prior Library Director approval
- Distribution and posting of unauthorized materials
- Panhandling or solicitation on Library property
- Unattended children under the age of 11

2. Public Health

- Patrons must be fully clothed including shoes
- Sinks are for hand and face washing only

- The Library is a smoke free establishment as per New York State Law. This includes no smoking within 10 feet of Library entrances
- Alcoholic beverages are prohibited
- In accordance with New York State Law, breastfeeding is permitted in all areas of the Library
- Animals are prohibited with the exception of service animals or animals included in a Library program

3. Personal Property

- The Library is not responsible for personal property.
- Personal property may not obstruct aisles, walkways or be left unattended.
- Property that has been discovered will be kept in the Lost and Found at the Circulation Desk for up to 30 days then will be disposed of. Discovered currency must be held for a period of 6 months.
- Bicycles are to be stored in the bike rack in the front of the Library.

Code of Conduct Procedure

Library Staff Procedure for Handling Code of Conduct Violations:

- Anyone in violation of the Seymour Library Code of Conduct policy will be informed by library staff.
- An Incident Report Form will be completed by library staff for the Library Director.
- 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.
- 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.

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Reviewed: