

## OSSINING PUBLIC LIBRARY

### CODE OF CONDUCT

Welcome to the Ossining Public Library! The library strives to provide a safe, comfortable, pleasant, and clean environment for the community. We want everyone to enjoy the library and to have a productive experience. To do so requires everyone's cooperation. The Library Code of Conduct is designed to provide clear and reasonable guidelines for patron behavior within the property of the Library. Therefore, everyone can help by following the rules listed:

Be considerate of other library users and library staff:

- Public health codes and all local mandates must be observed.
- Appropriate attire to a public building, including footwear, must be worn on library property.
- Food must be limited to the café and gallery areas, except at library-sponsored programs and in meeting rooms in accordance with the Use of Meeting and Performance Spaces policy.
- Drinks in closed or covered containers are allowed throughout the building.
- Patrons must keep noise to a level that is appropriate for the area they are using so that it does not interfere with the library's mission and other patrons' use.
- Only service animals or animals used in library programs are permitted in the building.
- Patrons whose odor impairs the ability of other users to use the library may be required to leave the building.
- No bathing, shaving, washing clothes in or other misuse of Library restrooms or water fountains is permitted.
- Patrons may not loiter in entrances, doorways or steps.
- Patrons must leave the library at or prior to designated closing times.
- Library staff is not responsible for locating, paging or delivering messages to library users.
- Patrons must abide by all library policies.

For everyone's safety:

- Running is not allowed on library property.
- Skates, rollerblades, Heelys, scooters (unless medically necessary), skateboards, etc. may not be used on library property.
- Bicycles may not be brought into the Library; they must be parked in the bike rack outside of the library. Patrons must provide their own lock.
- Personal property may not obstruct aisles, walkways or seating.
- Children are enthusiastically welcomed. However, there may be no running in the building. The library is not responsible for the care of unattended children. Those who accompany children are responsible for their behavior. Please refer to the Unattended Children Policy for more information.
- Patrons are not allowed behind public service desks, in library offices, or in any staff area without prior authorization.
- Protests/demonstrations are not permitted on Library property.
- Patrons may generally take photographs or videos in public areas of the library building for personal, noncommercial use if no tripods, lights, or other specialized equipment is used. Videos or photographs may not be taken in restrooms, rooms reserved for nursing, child care areas, and areas reserved for staff use only. The taking of photographs and videos shall not: 1) interfere with the study, research, privacy, enjoyment, or safety of library users; 2) harass, intimidate, or threaten a patron or staff member, or; 3) block or obstruct library aisles,

walkways, stairwells, doors, entrances, or exits.

Prohibited conduct includes, but is not limited to:

- Illegal behavior of any kind
- Carrying firearms or other weapons, except those carried by law enforcement officers while on duty. The Library reserves the right to inspect all backpacks, briefcases, handbags and other packages.
- Disorderly conduct, which may include:
  - Brawling or fighting.
  - Language or behavior that is offensive, abusive, or obscene.
  - Boisterous, inappropriate, or disruptive behavior
  - Cursing
  - Harassment
- Any form of sexual misconduct, including but not limited to, exposure, offensive touching or sexual harassment.
- Behavior that interferes with staff members' performance of their duties.
- Behavior that threatens others, such as threats to cause physical harm, threats to damage property or threats to act out violently, menacing or threatening behavior that could be interpreted by a reasonable person as constituting evidence of intent to cause harm to individuals or property. Please refer to the Workplace Violence Policy for other examples or for more information.
- Possession of illegal drugs or alcohol on library property.
- Erratic or disruptive behavior, including but not limited to behavior that may be related to drug or alcohol use.
- Use of alcohol, tobacco, marijuana, or vaping products in the building and adjacent library property. As per NYS Public Health Law §1399o(6), smoking is prohibited within one hundred feet of the entrances, exits, or outdoor areas of the Library.
- Vandalism, destruction or tampering of library property or the property of other patrons. This includes disabling or unplugging Library equipment, changing hardware or software, using a Library computer for purposes not designated by the Library, underlining, highlighting, removing pages or portions of pages, or removing book bindings or electronic theft devices.
- Removal or attempting removal of library materials or property from the building without properly checking out items.
- Failure to adhere to copyright laws.
- Sleeping or using library furniture in ways other than it is intended. Prolonged or noisy sleeping, loitering without using Library resources or services or assisting others in using such resources or services, are prohibited.
- Eating in areas other than designated areas.
- Disturbing other patrons' use of the library.
- Cell phone or virtual conversations that are disruptive to others. Please see a staff person to find the closest available space in the library that is appropriate for conversations.
- Soliciting, distributing materials, petitioning or selling on library property, except as authorized by the Library Director or Library In Charge Person.

The Ossining Public Library:

- Is not responsible for any personal property. Personal items left in the library may be discarded.
- May inspect all backpacks, book bags, satchels and briefcases, or require the production of

identification for security of the library and its patrons.

- May impose time limits on the use of library resources, including reference materials, computer equipment, public telephones and study rooms.

This policy applies to conduct with respect to all library property, including all library buildings and grounds. Any patron failing to comply with this policy or other library policy, rule or regulation may be required to leave the library property and/or be denied the privilege of access to the library's materials and resources for a specific ("suspension") or indefinite ("ban") period of time. Violations of library policies may result in civil or criminal consequences, as appropriate. Unlawful or other behavior may result in the involvement of the Ossining Police Department.

We thank you in advance for adhering to the Ossining Public Library's policies. Your cooperation will allow all patrons to enjoy and benefit from using the library's resources.

Adopted May 19, 2008, by the Ossining Public Library Board of Trustees.

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