

Lindenhurst Memorial Library Code of Conduct Policy

The Board of Trustees of the Lindenhurst Memorial Library deems the use of the Library and its facilities as essential to the fulfillment of the Library's primary mission. As such, the Board subscribes to Article IV of the American Library Association's Library Bill of Rights which states that facilities should be made available to the public served by the Library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use, but subject to those reasonable conditions necessary to assure that legal prescriptions are observed.

This policy is created in order to maintain a safe and welcoming environment at the Lindenhurst Memorial Library for learning, reading, and other Library activities. The Code of Conduct herein **is to** be observed by all Library visitors and patrons and shall be applied without discrimination and in the best interests of all. The Library is to be defined as the main building, the annex building, the parking lots, and the Library grounds.

For the most effective use of the Library, patrons and visitors are expected to observe rules of common courtesy. Unacceptable behavior which will not be tolerated in the Library includes, but is not limited to:

Harmful, Disruptive, or Destructive Behavior:

- Harassing, threatening, or bullying behavior toward other patrons or staff members.
- Use of obscene or abusive language or gestures.
- Interfering with other Library users' or staff's reasonable expectations of privacy; or the staff's carrying out of their duties.
- Creating unreasonable noise levels such as talking or using personal electronic equipment without headphones or at a volume that is disruptive to others.
- Cell phones should be set to vibrate while in the building. Talking on cell phones should be limited to lobbies, or outside the main entrance.
- Using Library materials, equipment, furniture, fixtures, or the facilities in a destructive, abusive or potentially damaging manner, or in a manner likely to cause personal injury to self or others.
- Relocating furniture or equipment without prior approval from staff.
- Disrupting, interfering with, or attempting to prevent the orderly conduct of library programs, meetings, and other public events authorized by the Library.
- Carrying weapons of any kind, or weapon-like items within the Library premises.
- Using skateboards, bicycles, hover-boards or rollerblades in the building, on the sidewalks, or in the parking lot.

- Rough-housing or playing sports or undertaking activities on the sidewalks, the parking lot, or elsewhere in or on Library property.
- Disobeying the reasonable direction of the Library Director or the Director's designee.

Illegal Activities:

- Committing or attempting to commit any activity which constitutes a violation of any federal, state, or local statute or ordinance.
- Engaging in sexual conduct or indecent behavior on Library premises.
- Using controlled substances on Library property.
- Smoking, including the use of electronic cigarettes or other vaping devices.
- Consuming alcoholic beverages on Library property.

Inappropriate Behavior:

- Bringing animals, other than service animals, inside Library property without the prior permission of Library staff.
- Selling goods or services without the prior approval of the Library Director or the Director's designee.
- Sleeping.
- Using Library facilities for bathing, shaving, washing hair, or other matters of personal hygiene.
- Exhibiting a lack of personal hygiene which disrupts or prevents others from reasonably utilizing the Library.
- Entering the building or grounds without appropriate clothing and/or shoes.
- Loitering, soliciting, petitioning, or canvassing Library visitors, staff, and/or patrons.
- Parking vehicles on Library property when not using the Library, or during overnight hours. Offenders are subject to having their vehicles towed and stored at their expense.
- Causing any condition or action which, in the judgement of the Library Director or the Director's designee disrupts the operation of the Library or its use by others or which endangers the health, safety, or welfare of Library users or employees.

Special Attentions:

- Eating and drinking (i.e. covered drinks and small snacks similar to those available in the lobby vending machine) is permitted, except in computer areas.
- The Library is not responsible for personal items that are left, lost, stolen, or damaged on Library property.
- Library staff may inspect any of your property when you arrive or leave the property.

- Library staff may request visitors to display their Library cards or other ID at any time if deemed necessary.
- Groups that desire to visit the Library must request permission before their visit.

Responses to Infractions:

The Library Director or the Director's designee shall be responsible for the interpretation and enforcement of the Patron Behavior Policy. Unacceptable behavior on the part of the Library user can result in the suspension or revocation of Library privileges. Depending on the severity of the violation, the Library will institute measures ranging from a verbal warning, a denial of specific privileges, (such as use of Library computers or the ability to enter Library property for a specified period of time.) through a permanent revocation of library privileges.

In situations where the Director or the Director's designee determines that the health, safety, or security of Library users or employees are threatened, any and all appropriate action may be taken including, but not limited to summoning the police for assistance.

In the event of inappropriate behavior by a minor, the child's parent or guardian may be notified by the Library at the discretion of the Director.

The Library will indemnify and hold harmless the Library Director and/or the Director's designee, and any Library personnel, from any action, claim or proceeding instituted against such person arising out of the enforcement of these rules and regulations by such Library personnel.

Violation of any of the policy dictates may result in the following:

- a) Ejection from the Library's property;
- b) Prohibition of entry upon Library property for a period of time or permanently;
- c) Civil and/or criminal prosecution;
- d) Impositions of any other penalties deemed warranted by the Library Board of Trustees.

Appeals Procedure:

Appeals by patrons relating to the suspension of Library service privileges and/or revocation of privileges to enter upon Library Property by the Director shall be made to the Board of Trustees. The Director's determinations as to "visitors" are not to be subject to appeal.

A patron shall have the right to submit a written notice of appeal to the Board of Trustees within thirty (30) days of any action taken by the Library Director which suspends privileges or revokes the right to enter upon Library Property. The Board of Trustees, or its designee, shall convene a hearing within thirty (30) days of submission of such a notice of appeal, at which

time and place the aggrieved shall be afforded the opportunity to present evidence, testify, and cross-examine witnesses. Within thirty (30) days of such a hearing, the Board of Trustees shall render a decision in writing upholding, annulling, or modifying the disposition of the Director.

Adopted: June 18, 2016