**Stony Creek Free Library**

**Patron Code of Conduct**

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To ensure that all patrons of and visitors to the Stony Creek Free Library are able to enjoy the facilities to the fullest extent and to protect the safety and personal comfort of all patrons and Library staff, the Board of Trustees has adopted this code of conduct for patrons using the library:

• While on Library premises, all patrons shall conduct themselves so that they will not interfere, by their actions or speech, with the rights of others.

 • Patrons shall comply with reasonable requests of the Library staff.

• The Library reserves the right to inspect the contents of any bag, knapsack or brief case that a patron wishes to bring into the Library buildings or onto Library grounds, including the parking lot.

**If there is misconduct, the patron may be asked to leave and/or the police may be called**

**depending on the infraction.**

**Any illegal conduct or repeated misconduct may result in expulsion and/or suspension of Library privileges**.

**This Code of Conduct is not intended to be a complete list of violations. The Library reserves the right to take action against any behavior which can reasonably be deemed offensive or disturbing.**

**Misconduct would include:**

* the use of offensive and/or abusive language or behavior toward library staff or patrons
* offensive gestures or bullying
* any illegal activity within the library
* sleeping in the library
* stalking
* loitering
* littering
* using Library facilities for laundering clothes
* damaging/defacing/destroying library, patron, or staff property
* use of alcohol/illegal drugs within the library
* any sexual behavior or sexually suggestive behavior

**Please also note that:**

* Staff work areas are restricted to Library staff and authorized volunteers. Patrons shall not enter the staffs’ work areas without permission from an authorized member of the Library staff.
* Vehicles left unattended in the Library parking lot when the Library is closed are subject to towing at the owner’s expense.
* Cellular telephones or other electronic devices should be muted or used with headphones so as not to disturb other patrons or Library staff. Patrons should not conduct loud phone conversations in the Library. Patrons may be asked to take phones outside.
* Patrons using their own computers must comply with the Library’s Internet Policy.
* Per NY State law, patrons may not smoke in the building or within 100 feet of the building. This includes cigarettes, cigars, pipes, and devices that produce smoke, i.e., electronic cigarettes, vapors and water pipes.
* Handouts, flyers and other materials shall not be posted without the permission of library staff.
* Patrons shall have on shirts and shoes, as well as other proper attire, and shall remain clothed while in the library.
* The library is not liable for lost or damaged personal property.
* **Children under 12 should be supervised by their parent or caregiver at all times.** Parents or caregivers will remain in the library while children attend programs such as story hour.

**Expected Sanctions for Non-Compliance with Code of Conduct**

**Immediate and permanent suspension:**

1. Engaging in or threatening physical assault or abuse.
2. Displaying a weapon of any type.
3. Threatening or harassing other patrons or staff (including but not limited to battery, verbal threats, stalking, or offensive touching).

The Director will bring the matter to the attention of the Board of Trustees who will decide whether to press charges. A letter will be sent to person’s address and a copy to the Warren County Sheriff’s Department.

**Other misconduct:**

1. Patron will be warned verbally and given a copy of the patron behavior policy. (All new patrons will be given a copy when they receive their library card.)

2. If the person persists in the behavior they may be asked to leave and privileges suspended for the rest of the day.

3. If a person returns and continues behavior their privileges will be revoked for 30 days.

1. Continuous repetition may result in 1-year suspension. A letter informing the patron of the reason for the suspension will be sent to the patron, and a copy will go to Warren County Sheriff.