

## Rules of Conduct for the Library

The East Greenbush Community Library seeks to provide quality library service to all patrons. The following code has been adopted for the convenience of all patrons and for the protection of the rights of all those using and working in the library. All laws of the State of New York and the United States are enforced at the library. Staff members are authorized to enforce this code of conduct.

### A. Code of Conduct

1. All conversation should be kept as low as possible.
2. All equipment with sound (i.e. mp3 players, laptops, smartphones, etc.) must be used only with earphones in the large open spaces of the library, and should not disturb other patrons.
3. Cell phones should be set on vibrate when entering the building and conversations should be pursued in the entrance hallway, especially not in the computer lab, or other areas where study and computer use is occurring.
4. Parents are responsible for the actions of their children. Parents will be notified if a child's actions are disruptive. Children under the age of 8 must be accompanied by an adult. Children from 8-11 should have a parent in the building. See the *Unattended Children Policy*.
5. Only animals intended to serve people with disabilities are allowed in the building.
6. The East Greenbush Community Library building and grounds is a smoke free environment. NO smoking is permitted.
7. No person shall physically, materially or verbally interfere in any way with the public's right of access. (i.e., the entrance and exits are open to all.)
8. Any behavior that compromises the safety or security of the Library staff or patrons is prohibited.
9. Use of verbal or physical threats in the library or through the use of library technology to insult or intimidate library patrons or staff is strictly prohibited.
10. Behavior Relating to Gender or Sexual Orientation
  - A. Any form of intimidation or harassment, whether direct or implied, physical or verbal, directed at the gender or sexual orientation of a patron or a staff member will not be tolerated. Persons exhibiting such behavior will be requested to leave the premises.
  - B. Offensive Remarks:

Comments, innuendos, or insinuations of a sexual nature, however intended, when directed to a patron or staff member are inappropriate and should be avoided at all times.

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## Protection of Library materials and facilities

### A. Interior Environment

1. No food and drink allowed in the public areas of the library. Meeting Rooms are sometimes used for events which include food with the approval of the Director.
2. Patrons shall respect all library materials and facilities, including computer database and computer equipment. Stealing, damaging or altering library property is prohibited and will be subject to financial liability for damages.
3. Customary clothing in the library should include shirts and shoes.
4. Footwear that damages or compromises library floors may not be worn in the library-(i.e., in-line skates and cleats)
5. Furniture must be used for intended purposes. One person per seat, please.
6. Patrons should dispose of litter they create.

### B. Exterior Environment

1. The Library grounds are open for use when the Library opens in the morning to dusk.
2. It is the responsibility of the users of the library grounds to keep the grounds free of litter and damage. Any damage done to Library property will be the financial responsibility of the person who created the damage.
3. All automobiles must be parked in designated areas. Cars must travel with extreme caution, as pedestrians may come out of anywhere.
4. All traffic signs must be respected, for the safety of all library users.
5. Use of skateboards, in-line skates and bicycles in the parking lot and on library property creates a safety issue for library users and pedestrians and is prohibited.
6. Use of bicycles for transport to the library is acceptable, but bicycles must be locked at the outdoor bicycle rack.
7. Patrons must clean up after their pets outdoors.
8. Patrons must report injuries or concerns to Library personnel inside.

**Library personnel have the authority to have patrons removed from the library building and/or grounds for improper conduct or misuse of the area.**

10/3/2011