

TOWN OF PELHAM PUBLIC LIBRARY CODE OF CONDUCT

The Town of Pelham Public Library seeks to provide a safe and comfortable environment for the use and enjoyment of its library resources and facilities. In order to protect the rights and safety of library users and staff, and to preserve library resources and facilities, the Board of Trustees has adopted this Code of Conduct pursuant to section 262 of the New York Education Law.

While on library property, library patrons are expected to respect the rights and privacy of others and to respect and properly maintain library property. Patrons shall comply with requests by library staff who may intercede to prevent offensive, disruptive, illegal, or dangerous behavior.

Prohibited Conduct

Examples of prohibited conduct include, but are not limited to:

- Physically or verbally assaulting, threatening, intimidating, harassing or abusing any other person
- Unnecessarily loud, unruly or disruptive behavior
- Using abusive, obscene or profane language
- Interfering with the use of the library by other patrons or interference with the library employees' performance of their duties
- Soliciting others on library premises
- Eating or drinking except as authorized
- Smoking
- Entering the library without wearing a shirt or shoes, or with offensive bodily hygiene constituting a nuisance to other persons
- Distributing or posting unauthorized materials except for not-for-profit materials approved by the Director or her appointed designee
- Bringing sporting equipment into the library unless checked at the front desk
- Playing ball, skateboarding, rollerblading or similar activities on library property
- Bringing animals into the building, except for those to assist the disabled or law enforcement or as part of an approved library program
- Destroying or damaging any library material or property
- Removing books or other library materials without following standard library procedures
- Removing or rearranging library equipment, fixtures or furniture except as permitted by library staff

Cell Phones and Personal Audio/Electronic Equipment

Use of cell phones inside the library building is restricted to the entry area along Carol Place. Please be considerate of other library patrons when talking. When using personal audio equipment (iPods, MP3 players, etc.) with headphones, sound should be inaudible to others. The library provides wireless Internet access for those using laptops. However, we cannot provide electricity for your computer. For the safety and convenience of others, please do not plug into our outlets.

Children

For their safety and well-being, children under the age of 10 should not be left unattended on library premises. Parents and caregivers are expected to forestall disruptive behavior that interferes with other persons' use and enjoyment of the library.

Parking

Parking is limited to persons using library facilities. Please park only in the designated parking spots and not on the side along the library building.

Photography

Photography of library users, staff and certain programs/performances is prohibited without the prior permission of the library director or her designee.

Other Policies

The library has **posted in the library and online** separate policies on a number of other subjects, including for example, library programs and computer use and Internet access. Patrons should familiarize themselves with those policies that are relevant to their use of the library.

VIOLATIONS OF THESE RULES

Pursuant to Education Law section 262, the Board of Trustees authorizes the library staff to take reasonable actions to enforce this Code, including as appropriate under the circumstances, issuing a warning, restricting or suspending library privileges or asking persons who violate these rules to leave the library and library premises immediately. Library staff may also contact the police if deemed necessary. The Director or her designee may restrict or revoke users' privileges, including banning persons who violate this Code for such period of time and under such terms as are reasonable given the conduct involved. Violation of these rules or the failure to abide by banning may also lead to criminal prosecution. Any person who has been banned from the library or whose library privileges have been restricted or suspended has the right to have the decision reviewed by a committee consisting of three trustees of the Board of Trustees of the library. An appeal must be requested in writing within ten days of such suspension or revocation. A request for an appeal shall be to the Board of Trustees, Town of Pelham Public Library, 530 Colonial Avenue, Pelham, NY 10803. The decision of the Board of Trustees on the appeal shall be final.

Adopted by the Town of Pelham Public Library Board of Trustees, 5/17/06
Amended 01/12/11