

# 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 users are expected to respect the rights and privacy of others and to respect and properly maintain library property. Library users 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 others or interference with the library staffs' performance of their duties
- Soliciting others on library property
- 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 any materials unless pre-approved by the Director or her appointed designee
- Bringing sporting equipment into the library building unless checked at the front desk
- Playing ball, skateboarding, rollerblading or similar activities on library property
- Bringing animals on library property, 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 users 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, the Library cannot guarantee access to electricity for electronic equipment. Library users may use the wall or floor electrical outlets, but for the safety and convenience of others, electronic cords may not extend along the floor in any manner that may cause a hazard to others.

## **Children**

The library is pleased to welcome children to use its facilities and services and reminds parents/guardians that they are responsible for the care, safety and behavior of their children using the library. For more details of the library's policies regarding children's use of the library, refer to the Town of Pelham Public Library Safe Child and Unattended Child Policy.

## **Parking**

Parking is limited to persons using the library. 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 individuals and the library director or her designee.

## **Other Policies**

The library has posted in the library building and on its website separate policies on a number of other subjects, including for example, library programs, computer use and Internet access. Library users 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 any ban 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 designated by the President of the Board. An appeal must be requested in writing within ten days of notification 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, 5/17/2006  
Amended 01/12/2011; Amended 03/04/2015