

Patron Code of Conduct

In order to, provide an appropriate library environment and to ensure constructive use of the Butterfield Library facilities, materials, and services, as well as the safety and personal comfort of all our library patrons and staff, the following Code of Conduct will be in effect at all times. Anyone who violates the Code of Conduct may be banned from the library properties and/or prosecuted to the fullest extent of the law.

The Library has the right to amend the Code of Conduct at any time.

1. Behavior:

Appropriate behavior is required at all times, and patrons shall be engaged in activities associated with the use of a public library. Reasonable quiet is expected, especially in designated study areas. No patron may disturb others using the library. If a patron has issue with another patron they shall not approach the patron, rather they should inform the Library Staff of the issue.

Misconduct such as the use of foul, offensive or threatening language and gestures, harassment, public drunkenness, drug usage, sale or exchange of alcohol or drugs, illegal gambling, loud talking and laughing, running, pushing, and fighting, and other offensive behavior are not allowed on the Library property. The Library has the right to prohibit groups from congregating in the building. In addition, sleeping, staring, stalking, soliciting, loitering, smoking, littering, bringing in weapons, and damaging property are prohibited.

The use of cellular phones, pagers or other electronic devices in a manner that disturbs others is prohibited.

Adults may use the children's areas when they are supervising children or when using the resources only available in that location.

2. Children and the Library:

The Library will not assume responsibility for the care and supervision of children. Parents and caregivers must supervise the behavior of their children.

Parents and caregivers of children under 7 are to remain in the library at all times, including when a child is in a library program. Parents and caregivers are expected to supervise the behavior of their children. In accordance with school attendance laws, children under the age of 16 are not permitted on Library property during school hours, unless accompanied by a parent, teacher or legal guardian.

3. Animals in the Library:

Pets are not permitted in the library except for properly identified service animals and for programming purposes.

4. Dress and Personal Hygiene:

Patrons shall be fully clothed, including footwear. Patrons shall maintain a generally acceptable standard of personal hygiene. Patrons whose bodily hygiene is offensive such that it disturbs others, shall be required to leave the building.

5. Parking at the Library:

The parking areas are solely for the use of patrons and staff while they are in the library. Vehicles must park in legal, designated spaces. Violators are subject to

tickets and/or towing. Unauthorized overnight parking is not permitted and is also subject to towing.

6. Smoking, Food, and Beverages at the Library:

In accordance with New York State and local law, the library is a smoke-free environment. Food and Beverages are allowed in accordance to the Food and Beverage Policy.

7. Please Walk at the Library:

For your safety and the safety of our patrons and staff, you may not run, skate, or use a skateboard on Library property. You may not ride bicycles on the stairs or walkways around the buildings.

8. Library Materials and Equipment:

Library materials must be returned on time and in good condition. Overdue materials deprive others in need of those materials. A library patron who deliberately alters a library computer database or destroys computer equipment will forfeit all library privileges, will be subject to financial liability for damages, and may be subject to criminal penalties. A library patron who vandalizes, steals, or destroys any library material, equipment or building components will forfeit all library privileges, will be subject to financial liability for damages, and may be subject to criminal penalties. All briefcases, oversized handbags, carryalls, luggage, packages, overcoats, and shopping bags may be subject to inspection by library staff.

9. Proper Identification:

Library staff may request a patron to provide proper identification. Failure to provide such identification may lead to removal from the library. Patron concerns should be brought to the attention of Administration.

Adopted: May 10, 2008

Revised: April 19, 2017