

# LAKEVIEW PUBLIC LIBRARY

## Policy Concerning Proper Conduct in the Library

### Statement of Purpose

The Board of the Trustees of the LAKEVIEW PUBLIC LIBRARY recognizes that the users of the Library have a right to assume that visits to the facilities will be free from harassment, free from physical discomfort, and danger. The Library staff members have the same rights as patrons of the Library.

It shall therefore be the policy of the Board of Trustees of the LAKEVIEW PUBLIC LIBRARY to maintain in its facility a quiet and pleasant environment conducive to serious study as well as a to casual use.

To assure the successful implementation of this policy, the Board of Trustees of the LAKEVIEW PUBLIC LIBRARY exercise its authority as outlined in New York State Education Law 262 and declares to all library users that it considers the following behavior on Library premises to be unacceptable and such behavior may result in the loss of Library privileges, or in the case of an employee may result in disciplinary action.

Unacceptable behavior includes, but is not limited to, the following:

1. Any loud conversation, distracting sounds, or noises that annoy or inconvenience staff members of Library patrons;
2. Any obscene or abusive language or gesture that is directed at other patrons or Library staff member;
3. Use of radios, record players, etc. in any manner so that sound is transmitted to other patrons;
4. Interfering with the free movement of any person or persons within the library;
5. Following staff or patrons around the building;
6. Deliberately disrupting Library functions, programs, or special events;
7. Engaging in any disorderly conduct as defined by law, committing a nuisance, or unreasonably disturbing Library users and staff;
8. Soliciting or selling of any kind, campaigning, canvassing or poll taking for any reason in the building or grounds of the Library;
9. Use of the Library telephone by any person other than Library personnel unless approved;

10. Consumption of unauthorized food or beverages brought into the building;
11. Consumption of alcoholic beverages or drugs;
12. Rearranging or relocating any library furniture, books, or equipment from one location to another;
13. Bringing animals *other than* guide dogs and service dogs into the Library;
14. Removal of any Library property from the building or grounds without authorization through established lending procedures;
15. Bringing weapons of any type onto Library premises;
16. Smoking or generating an open flame is prohibited on Library premises;
17. Willful destruction or damage to any Library property;
18. Entering the Library without shoes, shirt or proper attire;
19. Bringing bicycles, skateboard, skates, etc into the Library;
20. Using Library restrooms for unconventional purposes such as bathing, shampooing, or doing laundry. (Use of restrooms is limited to one patron per restroom at one time with the exception of parent/guardians accompanying small children);
21. The usage of cell phones in the Library is prohibited;

### **Request to Leave**

1. When prohibited behavior is observed by a Library staff member, the Library employee will immediately inform the security personnel. The security personnel, along with another staff member will quietly advise the patron that the particular prohibited conduct has been observed. The patron will be informed of the Library's policy on proper conduct.
2. If the disruptive behavior continues after the first approach and warning, the staff member and/or the security personnel should use discretion to issue a second warning or firmly ask the patron to leave the Library.
3. A patron who refuses to obey a clear request from a staff member and/or security personnel to leave the Library for failure to abate prohibited conduct is a disruptive patron and in violation of the Library's rules for proper conduct. The staff member will refer the problem to the ranking staff member.

4. The designated staff member in charge should familiarize himself/herself with the circumstances of the case and advise the patron that if he/she does not leave the Library immediately the police will be summoned. If the disruptive patron does not leave the ranking staff member should summon police.
5. If a disruptive patron appears to be violent, or dangerous in any way, the staff member shall notify the police immediately but not approach the person.
6. When the police arrive, the staff members involved must be present to answer all questions and apprise the police of the situation.
7. A staff member involved in any incident whether or not the police were notified shall file an incident report with the Director's office as soon as possible.
8. The LAKEVIEW PUBLIC LIBRARY shall indemnify and save harmless the Library Director, his/her designees, or any library personnel, from any action, claim, or proceeding instituted against such person arising out of the proper enforcement of this policy.

### **Suspension of Library Privileges**

1. In addition to all of the foregoing summary remedies against any person or persons in violation of law and/or the Library's rules for proper conduct, the Library Director may in his/her sole discretion, suspend the usage and privilege of the disruptive patron to enter upon the premises of the Library or the participate in official Library activities and functions. Such patron will be notified in writing of the suspension of his/her privileges, and will be provided with details concerning the reasons for the suspension and the procedure for appealing such suspension. Such suspension shall not exceed two years.
2. A patron may appeal a suspension of Library privileges of the Board of Trustees. Request for an appeal must be made in writing to the Board of Trustees within thirty (30) days of the date of the letter notifying a patron of his/her suspension. Privileges will remain suspended pending final determination by the Board.
3. An appeal hearing will be conducted within 30 days of the request, before the Board of Trustees. The patron will be informed in writing of the time and place of the hearing.
4. The patron will be notified of the decision of the Board of Trustees within 10 working days. The decision of the Board of Trustees is final.

**Adopted by the Board of Trustees  
May 8, 2002**