

Schuylerville Public Library Patron Behavior Policy

Policy Statement:

The Schuylerville Public Library “the Library” is designed to be a safe and comfortable place for all members of the public to use. Patrons are expected to observe the rights of other patrons and staff members. The Library’s Patron Behavioral Policy “the Policy” is intended to protect the rights and safety of library patrons, to protect the rights and safety of staff members, and to preserve and protect the library’s materials, facilities, and property.

Definition and Scope:

All patrons of the Library are expected and required to abide by the rules outlined in this Policy. Patrons who exhibit disruptive behavior in the Library will be subject to the consequences as described in this Policy.

Disruptive Behavior is generally defined as “any patron behavior that interferes with the normal operation of the Library or which interferes with another patron’s ability to use the library.”

The Library Director and other staff members to whom the Library Director delegates the authority (and who are on duty at the time) shall have the responsibility for enforcing the Policy and determining when behavior in the Library is inappropriate.

While using the Library, please observe the following rules:

1. Respect other Library users’ right to privacy and a quiet place to study.
2. Food and drink is permitted in all areas of the library except for computer stations; where only drinks with protective covers are allowed. Items which create a mess or odor are not permitted.
3. Parents/Caregivers are responsible for monitoring the consumption of food and drinks by the children under their supervision; the Library does not monitor food brought in by outside groups/individuals. The Library is available to discuss measures to reduce the likelihood of a food allergy reaction at library programs and events.
4. Please clean up after yourself and respect our shared public spaces.
5. Willful damage to public property may result in loss of library privileges.
6. Excessive noise, including disruptive cell phone conversations will not be permitted.
7. Large personal items, such as bikes, bags, and shopping carts will not be permitted.
8. Sleeping for long periods of time is not permitted anywhere on Library property.
9. Children under the age of 7 must be accompanied by a caretaker who is 12 years of age or older.

10. Children 7 years or older may enjoy the library unattended but are subject to these library guidelines set forth in this policy.
11. Shirts and shoes are required.
12. The library is a tobacco-free and drug-free facility, including all of the Library's grounds and outdoor spaces.
13. Animals are not permitted, unless they are certified service animals or trained animals brought in by a program presenter.
14. No biking or skating is allowed on library ramp.
15. Distribution of unsolicited literature or petitioning on library premises is not permitted.
16. Violation of any local, state or federal law is prohibited.
17. Library materials must be checked out before leaving the building.
18. No use of abusive or intimidating language or gestures to patrons or staff members shall be tolerated.

The library staff reserves the right to ask a patron to leave the library for any of the reasons listed above.

Procedure: Enforcement of this Policy may take the form of any of the following, depending on the severity of the misconduct, which will be determined by the Library staff in its sole discretion. These disciplinary procedures are guidelines. The Library Director may implement any procedure listed, including an immediate ban from the library premises at any time.

Minor Disruption: In the case of a disruption deemed to be minor in the judgement of the staff, the library patron will receive two warnings. If the behavior continues after the second warning, the patron may be asked to leave the Library for a state period of suspension.

Extreme Misconduct: In the case of any misconduct that, in the judgment of a staff member, is extreme, the offender may be given only one warning or may be ordered to leave the Library immediately without any prior warning and the offender's library privileges may be suspended or revoked, as discussed in more detail below.

In cases where a policy violation occurs involving a child under the age of 18, the staff will give the child two warnings. If the behavior continues, the Library Director will call and inform the parents that their child was asked to leave the Library for a stated period of suspension and explain the circumstances. Parents of minor children may be held responsible for any damages caused to library materials, furniture or computers by their child.

If the child continues to cause disruptive behavior in the Library, the child and parents or guardian must meet with the Library Director to review policy rules before the child can return to use the Library.

Permanent Ban from the Library:

Patrons who engage in repeated disruptive behaviors that interfere with others' use of the Library or the general operation of the Library or engage in behaviors that violate the law may be permanently banned from the Library premises by the Library Director. A written notice of permanent ban will be given to the patron. A written appeal of the Library

Director's decision may be made to the Library Board within 30 days of the written notice.

Neither the Library Director nor any other member of the library staff is a professional medical or legal expert. All actions taken shall be subject to the best opinion of the Library Director and library staff.

The Library staff will be consistent with enforcing this Policy to ensure the safety of patrons and staff and create an environment that is enjoyable to our patrons. This Policy also ensures that the quality of library materials is maintained.

Approved by the Schuylerville Public Library Board of Trustees February 14, 2017