

VALLEY COTTAGE LIBRARY

110 Route 303, Valley Cottage, New York 10989 • 845.268.7700 • www.valleycottagelibrary.org



RULES OF CONDUCT

The following rules are designed for the comfort and safety of all library users and staff. Persons who violate these rules may be ejected from the premises at the discretion of library staff.

- Do not enter the library without proper attire including shoes, shirt and appropriate lower body covering.
- Do not bring uncovered beverages; or food that may be disruptive due to smell, mess or that may create an unsafe environment for others inside the library.
- Do not disturb others with loud noises, conversations, or voices including cell phone conversations.
- Do not bring animals, except assistance animals, into the library.
- Do not bring weapons of any kind into the library.
- Do not leave children aged 10 and under unsupervised. Supervision must be by a person 18 years or older.
- Do not loiter, sleep, petition, solicit, canvass, harass or smoke anywhere on library property. Smoking, vaping, or any use of tobacco or cannabis in any form is not permitted.
- Do not engage in any lewd behavior.
- Do not engage in any illegal activity.
- Do not place your feet on tables or chairs.
- Do not deface or rearrange library property.
- Do not leave the building without properly checked out materials. Do not bring library materials into the bathrooms.
- Do not engage in **any** conduct that disrupts or interferes with the normal operation of the library or disturbs library staff or patrons, including but not limited to conduct that involves the use of abusive or threatening language.
- Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building.
- Obey all directives of library staff.

Approved: November 26, 2007

Revised: February 20, 2013, March 20, 2024

GUIDELINES FOR IMPLEMENTING THE RULES OF CONDUCT

The **Person-In-Charge (PINC)** will decide if a person has violated one of the Rules of Conduct, including failure to comply, to the extent that further action needs to be implemented. When safety permits, patrons should be afforded a reasonable opportunity to comply with the directives of the PINC prior to escalating to a suspension as outlined below.

In situations where Valley Cottage Library staff members feel that the health, safety or security of library users or staff members are threatened, they may take all appropriate action including, but not limited to, calling the police for assistance.

Library staff members may ask a library user to leave the premises with or without warning, depending upon the seriousness of the violation.

Suspension from the library shall be progressive on repeat offenses with the following escalation:

First offense: person must leave library premises for the rest of the day.

Second offense: person is suspended from library premises for the period of one month.

Third offense: person is suspended from library premises for the period of one year.

In the instance of a suspension beyond the first offense the patron or visitor will be sent a formal letter by mail when possible. The PINC will try to note patron's name and contact information and provide such to the Director. Patrons barred from the library for more than one day must meet with the Director prior to returning to library premises. The suspension shall be considered ongoing until such time that a meeting can be arranged and completed. Any patron whose Library privileges are suspended under these rules may appeal to the Library Director or Board of Trustees.

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