

## Patron Conduct

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In our efforts to provide a comfortable environment for all library users, we have established a Library Behavior Policy for our patrons. The purpose of the Policy is to define unacceptable behavior and also to suggest conduct that is appropriate in a library.

Library patrons have the right to use library materials and services without being disturbed or impeded by other library users. Library staff has the right and obligation to conduct library business efficiently and without interference. Patrons and staff alike have the right to safety and comfort inside the library and on the grounds.

Violations of the Policy will result in increasing levels of action ranging from asking the patron to leave the library for the remainder of the day to the patron's permanent loss of all library privileges to legal prosecution. The level of action shall be determined on a case-by-case basis and shall be within the sole discretion of the Library Director or his or her designee.

### Rules of Behavior:

1. Parents or the designated caregiver, not the library staff, are responsible for the actions and safety of children visiting the library, at library programs or on library grounds. To insure the safety and enjoyment of all, running, pushing or other disruptive behavior will not be tolerated.
2. Children under the age of eight must be accompanied by an adult. If a parent cannot be located at closing time or in an emergency, a member of the staff will request a police officer to escort the child to the Southold Police Department. The staff member will fill out an Unattended Children's Incident Report for the library's file.
3. Conduct prohibited in the library includes but is not limited to:
  - Creating a public disturbance or engaging in any activity that within the discretion of supervising library personnel constitutes an annoyance, disruption or distraction to patrons and the orderly utilization of the library.
  - Eating, drinking alcoholic beverages or smoking.
  - Defacing, damaging, or destroying library materials, equipment, and/or property.
  - Solicitation, selling or distribution of leaflets within the library.
  - Carrying a weapon unless authorized by law.
  - Talking on a cell phone except in the foyer.

4. Animals, except those specifically required for guidance purposes, are not permitted in the building.
5. Appropriate attire, including shirts and shoes, must be worn at all times.
6. While in the library, patrons shall not disrupt or disturb another's use of the library.
7. For safety reasons, children under eight years of age should be accompanied by a parent/caregiver in the elevator.

Enforcement Procedures:

The Library Director or her designees shall be responsible for the enforcement of these rules. Any person not abiding by these or any other rules or policies of the library may be asked to leave the library premises. Repeat offenders may be denied library privileges by the Library Board of Trustees on the recommendation of the Library Director.

Library employees may contact the police if necessary.

Appeals Procedures:

Each person whose privileges have been suspended shall have the right to submit a written notice of appeal to the Board of Trustees within 30 days of any action of the Library Director suspending borrowing privileges or access to library premises. The Board of Trustees, or designees, shall convene a hearing within 10 days of submission of such notice of appeal, at which time and place the aggrieved shall be afforded the opportunity to present an appeal. Within 7 days of the hearing, the Board of Trustees shall render a decision in writing either restoring library privileges or confirming the Library Director's actions explaining the reasons for the continuance of the Director's action.

*Accepted by the Board of Trustees January 24, 2007  
to replace "Maintenance of Public Order at Library Facilities"  
Revised by the Board of Trustees November 19, 2008 and October 27, 2010  
Reviewed by the Board of Trustees January 19, 2013  
Revised by the Board of Trustees June 23, 2014*

## Unattended Children's Incident Report

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Date of Incident: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Parent/ Guardian's Name: \_\_\_\_\_

Parent/Guardian's Phone Number: \_\_\_\_\_

Police Officer's Name: \_\_\_\_\_

Police Officer's Badge Number: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_