

Richmond Memorial Library	Section:
Manual Name: Library Policy Manual	Date Effective: 6/22/2023
Section: Patron Code of Conduct	Date Created/Revised: 1/11; 9/13; 6/18; 6/23

The Richmond Memorial Library's mission is to connect our community with resources that educate, enrich, and engage. In order to fulfill this mission, we must provide an environment that assures the safety of all library users, library materials, equipment, and furnishings; and to assure the use of the library is not obstructed by inappropriate behavior or actions.

Library patrons are expected to:

- Respect the rights of fellow library users and library staff
- Comply with library policies and the requests of library staff
- Check out any materials using a valid library card and be responsible for all fines, fees, or other charges due
- Follow the library's *Computer and Internet Use Policy*

Any patron who violates the Code of Conduct Policy in the Library may be banned from the premises. All infractions will be kept on record via an Incident Report filed by library staff. Consequences of violating the Code of Conduct are as follows:

- 1st infraction: verbal warning
- 2nd infraction: suspension of library privileges
- 3rd infraction: complete ban of library privileges

Patrons engaging in the activities listed below, who refuse to leave the library when requested, are subject to arrest under the Criminal Trespass section of the New York State Penal Law.

- a. Sexual, verbal, or physical harassment of staff or other patrons.
- b. Conversing in louder tones than the general noise level.
- c. Using personal electronic devices at a volume that disturbs others.
- d. Verbal or physical fighting (real or mock).
- e. Boisterous behavior, including foul language, shouting, or running.
- f. Campaigning, petitioning, soliciting or proselytizing for any cause.
- g. Inappropriate dress, including absence of shoes or shirts.
- h. Smoking/vaping in the library or within 100 feet of the building entrances.
- i. Use of controlled substances on library property.
- j. Drinking alcoholic beverages, except for in Library-sponsored programs.
- k. Exhibiting behavior not consistent with the normal range of socially accepted behavior. This includes following Genesee County Department of Public Health and CDC guidelines for all businesses during a health pandemic/epidemic, including but not limited to the wearing of face masks and the use of hand sanitizer when entering the building.
- l. Neglecting to provide proper supervision of children (see Safe Child Policy).
- m. Tethering animals near the entrances/exits to the library.
- n. Using the elevator inappropriately.
- o. Misuse, destruction, or theft of library property; leaving trash in and around the library.

- p. Leaving any items unattended in the library, especially near any building entrance/exit, including ramps and stairways; congregating or socializing which blocks access to the library.

Illegal activities will be reported to the police (including defacing or mutilating library property, harassment, or threats) and will result in an immediate ban from the library.

The library reserves the right to request patrons to open any bags, purses, or packages for inspection when the anti-theft system is triggered.

For the protection of staff, facilities, collections, and patrons, security cameras are in use on library premises. Security footage may be subject to the New York Civil Practice Statute 4509: Library Records and may be accessed by library administration or provided to law enforcement.

Approved by Board: 6/21/2023	
---------------------------------	--