

## MARCELLUS FREE LIBRARY

|                     |                 |                  |           |
|---------------------|-----------------|------------------|-----------|
| <b>Policy Name:</b> | Code of Conduct |                  |           |
| <b>Section:</b>     | Public          |                  |           |
| <b>Adopted:</b>     | 4/10/2025       | <b>Reviewed:</b> | 3/13/2025 |

### 1. Policy Statement

The Marcellus Free Library Board of Trustees is committed to fostering a welcoming and respectful environment where individuals of all ages can read, study, utilize library resources, and participate in programs. To ensure the protection of library resources, visitors, staff, and the facility itself, the Board of Trustees has established rules and regulations known as the **Library's Code of Conduct**.

### 2. Resources

New York State Education Law, Section 262

### 3. The Policy

The Library Director, as authorized by the Board of Trustees, is responsible for interpreting and enforcing the **Library's Code of Conduct**.

Individuals who fail to comply with the Code of Conduct may be asked to leave the premises and may be subject to the suspension of library privileges.

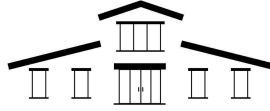
#### General Conduct

Library patrons are expected to:

- Engage in **lawful behavior** while on library property.
- **Respect the rights of others** by maintaining a quiet and considerate atmosphere. Disruptive behavior, including excessive noise, profanity, fighting, or inappropriate physical activity, is not permitted.
- **Communicate courteously** with staff and fellow patrons. Bullying, including the use of unwanted nicknames or derogatory language, is strictly prohibited.
- **Treat others with dignity and respect**. Harassment of any kind, including sexual harassment or inappropriate physical contact, will not be tolerated.

#### Supervision of Children and Vulnerable Individuals

- Children under the age of 10 and vulnerable individuals must be supervised by a parent or caregiver at all times.
- They may not be left unattended in the library or on its premises.



- A **vulnerable individual** is defined as someone with a physical or cognitive impairment that may prevent them from protecting themselves from abuse or exploitation or from understanding and complying with library policies.

### **Food and Beverages**

- Eating is permitted only in designated areas, including the café and meeting rooms (with prior approval).
- Beverages must have a secure lid and be disposed of properly.

### **Accessibility and Safety**

- Aisles, stairways, walkways, and seating areas must remain clear at all times.

### **Tobacco, Vaping, and Substance Use**

- Smoking, vaping, and the use of smokeless tobacco or marijuana products are strictly prohibited on library premises.

### **Cell Phone and Audio Use**

- Cell phone ringers must be muted.
- Loud or extended conversations should take place in the lobby.
- Headphones must be used when listening to audio content.

### **Solicitation and Distribution of Materials**

- Soliciting, distributing, or posting materials without prior approval is not allowed.

### **Respect for Library Property**

- Patrons must treat library property with care and respect.

### **Recreational Activities**

- Skateboarding, skating, bicycling, and similar activities are not permitted inside the library.

### **Personal Belongings**

- Patrons are responsible for securing their personal belongings.
- The library is not responsible for lost or stolen items.

### **Animals in the Library**

- Only service animals are permitted inside the library.

### **Firearms**

- In accordance with NYS § 265.01-e, firearms are strictly prohibited on library premises.



## **Library Staff Procedure for Handling Code of Conduct Violations**

### **1. Initial Warning and Intervention**

- Any patron found in violation of the Marcellus Free Library Code of Conduct will be informed by library staff and asked to stop the behavior and/or leave the premises.

### **2. Escalation and Emergency Response**

- If further action is required, the Library Director or their designee (following the library's Chain of Command) will address the patron directly.
- If necessary, the Library Director or designee will contact 911 for emergency assistance.

### **3. Incident Reporting**

- Library staff will complete an Incident Report Form detailing the violation and submit it to the Library Director.

### **4. Suspension of Library Privileges**

- Based on the frequency and/or severity of the violation(s), the Library Director may recommend to the Library Board of Trustees that the patron's library privileges be suspended.
- The duration of the suspension will be determined by the Library Director and the Marcellus Free Library Board of Trustees.

### **5. Notification of Suspension**

- A written notice of suspension will be sent via certified mail, return receipt requested, to the patron's last known address.
- In the case of a minor, the notice will be sent to their parent or guardian.

### **6. Appeal Process**

- Patrons may appeal the suspension in writing within ten (10) days of receiving the notice.
- Appeals must be submitted to:  
Marcellus Free Library  
Board of Trustees  
32 Maple Street  
Marcellus, New York 13108
- The patron (or, in the case of a minor, their parent or guardian) will receive notification by mail regarding the date and time of the appeal hearing.
- The appeal process will follow the library's Citizen Input and Conduct at Library Board Meetings Policy.