



MARCELLUS FREE LIBRARY

Policy Name:	Code of Conduct		
Section #:		Section Title:	
Adopted:	10/6/2016	Reviewed:	

1. Policy Statement

The Marcellus Free Library Board of Trustees is committed to providing an atmosphere conducive to the enjoyment of library facilities, where people of all ages may read, study, use library equipment, and partake of library activities and programs. The Board of Trustees is authorized to establish rules and regulations for the protection of library resources, visitors, staff and the physical building. These rules and regulations are referred to as the Library’s Code of Conduct.

2. Resources

New York State Education Law, Section 262

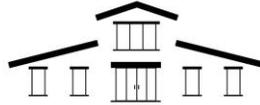
3. The Policy

The Library Director is authorized and directed by the Board of Trustees to interpret and carry out the following rules and regulations referred to as the Library’s Code of Conduct.

Anyone whose behavior is not in compliance with the library’s Code of Conduct will be asked to leave the building and is subject to loss of library privileges.

Patrons are expected to:

- Behave in a lawful manner.
- Respect others’ use and enjoyment of the Library. Refrain from swearing, talking loudly, fighting, or playing in the Library.
- Communicate in a civil manner to staff and other patrons. Bullying, including using unwanted nicknames, is unacceptable.
- Treat others, including Library staff, respectfully. Sexual harassment, including inappropriate touching, will not be tolerated.
- Children under the age of 8 and/or vulnerable individuals, are the responsibility of their parents or caregivers and may not be left unattended in the library or on the premises. Vulnerable individual means an individual with physical or cognitive impairment who may be unable to protect themselves from abuse or exploitation. and may not comprehend or be able to comply with library policies.
- Eat only in designated areas: the café and meeting rooms with prior approval. Beverages must be covered and disposed of properly.



- Maintain clear access to aisles, stairways, walkways and seating.
- Refrain from smoking or use of smokeless tobacco products.
- Mute the ringer on your cell phone; loud or extended conversations should be restricted to the lobby. Use headphones when listening to audio content.
- Refrain from soliciting, distributing or posting materials.
- Take reasonable care of Library property.
- Refrain from skateboarding, skating, bicycling, etc. in the Library.
- Be responsible and vigilant in securing personal belongings.
- Bring only service animals into the Library.

Library Staff Procedure for Handling Code of Conduct Violations:

1. Anyone in violation of the Marcellus Free Library Code of Conduct policy will be so informed by library staff and asked to stop the conduct and/or leave.
2. If further action is needed, the Library Director or her designee (following library Chain of Command) will speak directly with the patron. If necessary, Library Director/designee will call 911 for emergency assistance.
3. An Incident Report Form will be completed by library staff for the Library Director.
4. Depending on the frequency and/or severity of the violation(s) to the Code of Conduct, the Library Director may recommend to the Library Board of Trustees that a suspension of library privileges occur. The suspension period will be determined by the Library Director and the Marcellus Free Library Board of Trustees.
5. Notice of suspension will be mailed by certified mail, return receipt requested, to the last known address of the patron or, in the case of a minor child, his or her parent or guardian.
6. Appeal of the suspension may be made, in writing, to the Marcellus Free Library Board of Trustees, 32 Maple Street, Marcellus, New York 13108, within ten (10) days of receipt of notice of suspension. The patron, or in the case of a minor child, the parent or guardian, will be notified by mail of the date and time of the hearing on the notice of appeal. The appeal process will be conducted in accordance with the library's Citizen Input and Conduct at Library Board Meetings Policy.