

## **Patron Conduct Policy**

### **Policy**

The Altamont Free Library's purpose is to serve patrons who wish to use the library services and premises. The following code of conduct was developed to ensure that services are provided in a safe and pleasant environment. In situations where library staff members believe that the health, safety or security of library users or staff members are threatened, they may take any and all appropriate action including, but not limited to, calling the proper authorities for assistance.

### **Code of Conduct**

Patrons must respect the rights of others library users and library staff at all times. Patrons may not engage in disruptive behavior that infringes on the ability of others to use the library. The Altamont Free Library supports the Library Bill of Rights as adopted by the American Library Association (attached).

1. Committing or attempting to commit any activity that constitutes a violation of any federal, state or local statute or ordinance is prohibited
2. Smoking, including the use of electronic smoking and vaping devices, the use of controlled substances, sleeping and bathing are prohibited on library property.
3. Gambling, selling, and soliciting are prohibited, except by permission of the Board of Trustees.
4. Fighting, provoking to fight, or causing a public disturbance that interferes other patrons is prohibited.
5. Loud, offensive, threatening or abusive language or actions is prohibited.
6. Display of profane, obscene or injurious behavior is prohibited.
7. Firearms or weapons of any kind are prohibited, with the exception of firearms carried by law enforcement officers.
8. Indecent exposure, sexual acts or behavior are prohibited
9. Defacing, mutilating, damaging or destroying library property is prohibited.
10. Patrons are required to check out library materials at the circulation desk before leaving the premises.
11. Footwear is required.
12. Cell phones may be used as long as phone conversations maintain a low volume, speakers are turned off, and their use does not disrupt any other patrons or violate any other section of this policy
13. Earphones are required for patrons who wish to listen to music or use sound equipment.
14. Children under the age of 9 may not be left unaccompanied in the library
15. Pets and other animals, with the exception of guide dogs, service animals or those animals used in Library sponsored programs are not allowed.
16. Activities such as skateboarding, in-line skating and bicycling are not permitted on library premises. Bicycles should be placed in the bicycle rack provided for this purpose. Bicycles may not be left inside of the library.

## **Procedure**

In the event that a person has violated the code of conduct, library personnel will undertake the following procedure:

1. The person will be asked to cease the offensive behavior.
2. If the behavior persists, the person will be asked to leave the library premises.
3. If the person refuses to leave the library, he or she will be considered to be trespassing and subject to arrest. The police department will be contacted for assistance.
4. At the discretion of the Library Director, patrons repeatedly violating library policies or engaging in illegal behavior on library property may be banned from the library property for a period of up to one year. Serious violations or crimes may result in suspension for longer at the discretion of the Library Board of Trustees.

## **Appeal**

Persons whose library privileges are withheld for more than 30 days may make an appeal to the Library Board of Trustees. The Board shall hear the appeal during Executive Session, and respond in writing within 10 days.

Adopted November 8, 2004

Revised October 10, 2016

## **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.