**Standards of Behavior Policy South New Berlin Library Policies**

**Adopted: 07/05/2022 Page 1 of 1**

Standards of Behavior:

The South New Berlin Library welcomes everyone to use Library facilities and resources for learning, reading, studying, writing, and obtaining information. The following Standards of Behavior have been instituted for library patrons and staff to operate in a clean, pleasant, and safe environment.

The following behaviors are prohibited in the library:

* #1. Disturbing the peace including loud conversations or any behaviors that willfully disrupts the orderly operation of the library.
* #2. Disruptive use of cell phones. Placing phones to vibrate/silent mode is recommended.
* #3. Eating and drinking around computers.
* #4. Bare feet. Shoes or sandals are required.
* #5, Destroying, defacing, or illegally removing Library materials or property.
* #6. Unauthorized filming, selling, panhandling, or soliciting is prohibited. This includes unauthorized filming/recording of patrons, staff, Board officers, and Trustees prior to an official meeting being called to order or following the adjournment of an official meeting. This is supported by **N.Y. Penal Law §§ 250.00, 250.05** and **Federal law (18 U.S.C. §**[**2511**](https://law.justia.com/codes/us/current/title-18/part-i/chapter-119/sec.-2511/)**)** this covers one party consent and **the Committee on Open Government’s** recommendation**.**
* #7. Bringing pets, except legally designated service dogs, into the library or leaving them unattended on library grounds. Proof of authorized service dogs may be required.

The first occurrence will be a verbal warning. The second occurrence will result in a written notification and the person will be banned indefinitely from the South New Berlin Library.

If Offense #5 is excessive, the Director and/or The Board may decide to Ban the individual after one occurrence.

In addition, patrons should be watchful of personal possessions. The library is not responsible for lost, damaged, stolen personal possessions. Unattended belongings will be held for one week and may be picked up and stored by the library.

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 Date

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 South New Berlin Library Trustee Initials

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Board of Trustees President/Vice President

Standards of Behavior Adopted 07/05/2022

**Standards of Behavior Policy Violation Documentation**

 **South New Berlin Library 3320 St Hwy 8 South New Berlin, NY 13843**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you were verbally warned on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the following violation of our Standards of Behavior Policy. Your offense was Bullet # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. That was your first warning.

As of this date, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you have been found to have violated our policy yet a second time. Bullet #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_As per our Policy, we have rescinded your rights to use the South New Berlin Library indefinitely and this includes the privilege of entering the building.

Documentation of this action will be held on file and after one year the Board reserves the right to reconsider reinstating privileges if they so deem.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date

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 South New Berlin Library Director **or/**

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 South New Berlin Library Board Trustee

\_\_\_\_\_\_\_\_\_\_Copy given to Patron

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